

**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** : 15 June 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 17/276** : **STATE VETERINARIAN: PCR PROCEDURES/ RESIDUES AND TOXICOLOGY VETERINARY SERVICES (STELLENBOSCH) REF NO: AGR 25/2026 ORGANISATION**

- SALARY** : R932 292 per annum (Level 11), all-inclusive salary package
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate BVSc/ BVMCh qualification; Registration as a Veterinarian with the S.A Veterinary Council; A minimum of 1-year post-qualification experience; A valid code B driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge of the following: Managing technical personnel, Special interest poultry pathology and disease diagnostics; Interest in molecular biology, toxicology and clinical pathology; Animal diseases especially the macro- and microscopic pathology of diseases (veterinary pathology); Laboratory diagnostics in all disciplines with emphasis on infectious diseases and zoonoses; Advising on control, treatment and prevention of animal diseases diagnosed; Monitor the health of sheep and or chicken flock at the laboratory, including treating sick animals and preventative treatment e.g. vaccinations; Personnel management and supervision for technical staff in laboratory sections; Laboratory information management systems (LIMS); Management skills required for the supervision of the laboratory sections including advice and guidance regarding the purchases of reagents and other requirements, within the allocated budget; Principles of a quality management system based on ISO/IEC 17025; Above average verbal and written communication skills; Computer literacy in Microsoft Office; Organisational skills, practical, precise and ability to work independently and as part of a team; Ability to perform full post mortem examination and to recognize and interpret post mortem lessons.
- DUTIES** : Responsible to render a Veterinary Laboratory Diagnostic service; Populate data bases (e.g. LIMS) to provide veterinary statistics for national and international planning; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Diagnostic laboratory service.
- ENQUIRIES** : Dr G Msiza Tel No: (021) 808 5001

- POST 17/277** : **CELLAR TECHNOLOGIST: AGRO-PROCESSING SUPPORT (ELSENBURG) REF NO: AGR 02/2026**

- SALARY** : R338 106 – R398 277 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	: Department of Agriculture, Western Cape Government : An appropriate 3-year National Diploma (equivalent or higher qualification) in Oenology; A valid Integrated Production of Wine (IPW) certificate; A valid Code C1 (or higher) driving license with a valid Professional Driving Permit; A valid Forklift license; A minimum of 1 year relevant winemaking experience. Competencies: Working knowledge and understanding of the following: The production of wine, different wine styles (brandy, port, sherry, rose, white, red, sweet, Cap Classique). This should include grape ripeness monitoring, grape receipt with pressing and destemming equipment, alcoholic fermentation in various vessels of stainless steel, amphora, terra cotta and oak, conducting malolactic fermentation, filtration of wine, and all relevant wine analysis during the various winemaking processes; Able to perform all relevant and important laboratory techniques (Volatile acidity, pH, titratable acidity, residual sugar, sulphur dioxide); Full operation of a wine cellar. Skills in the following: Good communication and information management skills; Good interpersonal skills; Training and presentation skills; Planning and organising skills; Project management; Innovating and creative thinking; Problem solving and decision making.
<u>DUTIES</u>	: Liaise with winemaker on servicing of cellar equipment under supervision; Liaise with and assist assistant winemaker and winemaker to facilitate cellar administration such as WineMS / SAWIS and stock take; Ensure the stock of the chemical store is up to date and order as necessary; Assist the Cellar Manager with human resource management administration; Assist with general administration of the cellar; Assist the Cellar Manager with the implementation of the cellar wastewater; Provide assistance with implementation of pre-harvest program; Continuous evaluation of the functioning of wine machinery equipment and ensuring the on-time servicing thereof; Provide assistance to the winemaker during harvest by means of: coordination of harvesting dates and production process of all wine styles produced; Provide assistance with stability of wines, filtration and bottling of wines; Provide assistance to winemaker in terms of quality management of the wines by means of administration and coordination of wine analysis through SAWIS and IPW; Ensure accreditation systems of the cellar are in place and according to SA Wine Industry standards; Provide assistance to winemaker in terms of wine laboratory practicals with students; Provide assistance with administration, services and purchases for wine cellar; Experience in a wine cellar working with the production of wine; Relevant experience with IPW accreditation; Practical experience with WineMS, SAWIS, SARS (including both VMP and SVM warehouses); Experience with winery equipment such as sorting tables, weighing scales, peristaltic pumps, presses, crushers and destemming equipment, filtration units, and servicing of such equipment; WSET Level 2; Able to perform all relevant laboratory techniques; Training / practical experience in WineMS / SAWIS / SARS and IPW.
<u>ENQUIRIES</u>	: Ms L Geldenhuys Tel No: (021) 808 5483
<u>POST 17/278</u>	: <u>ADMINISTRATIVE OFFICER: AGRICULTURAL PARTNERSHIP FOR YOUTH DEVELOPMENT (ELSENBURG) REF NO: AGR 17/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R338 106 – R398 277 per annum (Level 07) : Department of Agriculture, Western Cape Government : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience; 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: Working knowledge of the following: Relevant legislation/ policies/ prescripts and procedures; Financial regulations and instructions to ensure smooth administrative functioning of the financial administration and procurement; knowledge of working procedures in terms of the working environment; Disciplinary code and procedures; People management; Skills in the following: Networking and presentation; Communication (written and verbal); Planning and organising; Analytical; Database management; Report writing; Interpersonal skills; Problem solving.
<u>DUTIES</u>	: Coordination agricultural partnership for youth development projects and internship; Administer internships, and the Agricultural Partnership for Youth Development and Internship and bursaries programmes; Perform administrative functions; People Management.
<u>ENQUIRIES</u>	: Mr J Constable Tel No: (021) 808 5044 / Ms I Stander Tel No: (021) 808 5448

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** : 15 June 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 17/279** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: DEDAT 19/2026**
- SALARY CENTRE** : R487 197 - R573 897 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government.
- REQUIREMENTS** : An appropriate 3-year B-Degree in Financial Management at NQF level 7 (equivalent or higher); A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; Public Service Act, 1994, as amended; Basic Conditions of Employment Act; Relevant systems (Basic Accounting System and Logistical Information System). Skills needed: Written and verbal communication; Proven computer literacy; Numeracy and literacy; Project management; Accounting, finance and audit.
- DUTIES** : Collection and recording of revenue: Cashier, banking service and electronic payments; Debt management; Monitoring and reporting on revenue; Expenditure management: Compensation of employees; Goods and services; Transfers and subsidies; Reporting; Supervise employees to ensure an effective financial accounting service.
- ENQUIRIES** : Ms M Abrahams Tel No: (021) 483 9138
- POST 17/280** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: DEDAT 20/2026**
- SALARY CENTRE** : R413 001 - R486 501 per annum (Level 08)
: 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 1-year administrative experience. Competencies: Working knowledge of the following: Public Finance Management Act; Supply Chain Management; Financial Management; Procurement prescripts. Skills needed: Communication (written and verbal) skills; Report writing skills; Proven Computer literacy in MS Office Package (Word, Excel, PowerPoint); Excellent report writing, Organising and Planning; Problem Solving; Analytical.
- DUTIES** : Provide the following services: Demand management, Acquisition management, Contract management, Logistics and payments, Filing and database management; General administration.
- ENQUIRIES** : Ms J Davids Tel No: (021) 483 9148

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** : 15 June 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 17/281** : **CONTROL ENVIRONMENTAL OFFICER: POLLUTION PREVENTION AND REGULATORY SERVICES (POLLUTION AND CHEMICALS MANAGEMENT) REF NO: EADP 10/2026**

- SALARY CENTRE** : Grade A: R636 978 - R728 646 per annum, (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government.

- REQUIREMENTS** : An appropriate 4-year B-degree/honors (equivalent or higher qualification) in environmental management, natural or physical sciences, or engineering; a minimum of 6 years' relevant experience in environmental management; a valid (Code B or higher) driving license. Competencies: Knowledge, proven experience, and understanding of the following: The National Environmental Management Act as well as pollution management-related guidelines, policies and best practices; Environmental management, especially related to integrated pollution management and application of environmental legislation; The functioning and responsibilities of the three spheres of government as it pertains to environmental pollution management. Compliance monitoring and enforcement, with respect to statutory obligations (e.g. NEMA); Financial Management and public procurement prescripts and processes; Human resource management; Methodologies and techniques for the evaluation and monitoring of pollution impacts; Skills in the following: Supervision of staff; numeracy; computer literacy in the MS Office package (Word, Excel, PowerPoint, etc.); communication skills (written and verbal), including presentation skills; report writing; planning and implementation; project planning and management; data analysis; analytical and creative thinking to address complex environmental challenges; research; and time management.

- DUTIES** : Implement pollution case management, including investigation, compliance monitoring, and stakeholder engagement; manage and administer financial and human resources and provide strategic inputs into business planning; actively engage, support, and provide input into transversal initiatives and forums relevant to pollution and chemicals management, including implementation of the Western Cape Sustainable Water Protection Plan; and manage and provide specialist comment on various legislation, policies, norms and standards, EIAs and action plans, etc. in terms of avoiding or minimizing pollution impacts on the environment.

- ENQUIRIES** : Ms Catherine Bill Tel No: (021) 483 2760

- POST 17/282** : **STATE ACCOUNTANT: BANKING REF NO: EADP 08/2026**

- SALARY CENTRE** : R413 001 - R486 501 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 1 year of experience in a related field. Competencies: Knowledge of the following: Have a strong financial background specifically in public sector finance. Have a good understanding of the Public Finance Management Act as well as the Treasury Regulations and Finance Instructions; Knowledge and understanding of relevant National and Provincial legislation, policy prescripts, regulations, standards and procedures; Knowledge of transversal public sector accounting systems; Knowledge and understanding of modern systems of governance and administration; Knowledge and understanding of public service procedures, processes, and systems. Skills in the following: Numeracy, literacy, language skills, Accounting, Finance and audit, information technology, Formal training, financial analysis, computer literacy (MS Office Package), data analysis skills, and people skills.
- DUTIES** : Ensure fund requisitions, cash flow, transfer and revenue payments, and bank reconciliation are performed. Oversee the cashier function, storing & safeguarding of face-value forms, financial records, and reconciliation of the revenue register. Maintenance of the principal ledger accounts and clearing of online bank transactions; supervisory tasks.
- ENQUIRIES** : Mr E Van der Merwe Tel No: (021) 483 3369

POST 17/283 : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): DEVELOPMENT MANAGEMENT REGION 3, REF NO: EADP 09/2026**

SALARY CENTRE : R357 597 - R395 352 per annum, (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary National Diploma/B-Degree in Environmental Management, Natural or Environmental Sciences or related field; registered as a Candidate Environmental Assessment Practitioner (EAP) or Registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA); already registered; or meets the requirements for registration and have either already applied for registration and paid the prescribed application and registration fee (appointment will be conditional to actual registration with EAPASA by a specified date) A valid driving license (Code B or higher). Competencies: Knowledge in the following: Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation of environmental impact assessments; Methodologies for the evaluation of environmental management programme reports, as well as environmental monitoring, audit and ECO reports; Practical implementation of environmental policies, guidelines, norms and standards; Environmental management systems; practical implementation of environmental legislation, policies, norms, and guidelines; integrated environmental management; EIA process applicable in the Western Cape. Skills needed: Literacy; Computer Literacy (MS programs); Information technology (GIS tools, etc.); Language proficiency (at least two of the three official languages of the Western Cape Province); Communication, project management, report writing, analytical skills, and time management.

DUTIES : Maintain quality and productivity with regards to evaluation of applications in terms of the relevant environmental legislation; Implementation of the compliance monitoring and auditing strategy for environmental authorisations; Maintain quality and productivity with regards to the processing of post-decision reports and applications, for example, amendment applications, Environmental Audit reports and ECO reports; Maintain quality and productivity with regard to provision of comment on assigned non-applications; Leadership in assigned projects; Qualifications with respect to environmental management, natural or environmental sciences or related field.

ENQUIRIES : Mr D Swanepoel Tel No: (044) 814 2008

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 June 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 POST 16/309: Professional Nurse Grade 1 To 3 (General) (FAMILY Medicine) (X3 Posts), George Regional Hospital, Salary Grade 1: R337 359 per annum, Grade 2: R411 978 per annum, Grade 3: R495 423 per annum Centre: George Regional Hospital, advertised in the Public Service Vacancy 16 dated 08 May 2026 with Ref No: Post 16/309 has been cancelled.

OTHER POSTS

POST 17/284

: **DEPUTY DIRECTOR: GRADE 1 RADIOGRAPHY (MEDICAL IMAGING SERVICES)**
Directorate: Health Technology

SALARY

: Grade 1: R1 087 263 per annum, (A portion of the package can be structured to meet the individual's needs).

CENTRE

: Goodwood, Cape Town, Western Cape

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows registration with HPCSA as a Radiographer. Registration with Professions Council: Registration with the HPCSA as a Radiographer. Experience: A minimum of 3 years' appropriate experience after registration with HPCSA as a Radiographer. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel within the province. Physically fit and able to perform on-site inspections of related medical imaging infrastructure and equipment. Competencies (Knowledge and Skills): Strong leadership, managerial, and organizational skills, with proven ability to coordinate multi level radiographic services and provide strategic and operational direction. Planning and analytical skills, including strategic, operational, and contingency planning, as well as the ability to monitor, evaluate, and improve service delivery performance. Effective problem solving and decision-making skills, with the ability to work independently, adapt to changing healthcare environments, and resolve complex service delivery challenges. Excellent communication and interpersonal skills, including consultation, negotiation, facilitation, presentation, and stakeholder engagement at institutional, regional, and provincial levels. Quality assurance and information management skills, including the ability to analyse service data, generate management statistics, establish performance indicators, and support evidence-based decision making. Computer literacy and reporting skills relevant to management, monitoring, and evaluation of radiographic medical services. Knowledge of medical imaging related regulations/policies/acts, etc. such as SAHPRA, National Health Act, OHSA Computer Literacy (Ms. Word, PPT, Excel, Copilot, etc.)

DUTIES

: Provide strategic and operational leadership for provincial radiographic medical services, including the development, implementation, and monitoring of strategic, operational, and service delivery plans aligned with national and provincial health priorities. Coordinate, advise, and support health institutions and regions on best practice radiographic service delivery, including the planning, commissioning, upgrading, and optimisation of radiographic departments and services. Ensure effective governance and regulatory compliance through the development, implementation, and monitoring of relevant legislation, policies, protocols, and guidelines, including radiation protection, occupational health and safety, and patient safety standards. Monitor, evaluate, and improve service quality and performance by conducting service delivery assessments, satisfaction surveys, analysing trends, implementing corrective interventions, and ensuring compliance with norms and standards. Provide expert technical advice on radiographic equipment acquisition, maintenance, and lifecycle management, including support to supply chain processes, tender specifications, and equitable distribution of resources. Engage and liaise with key stakeholders at institutional, regional, provincial, and national levels, including engineering and technical support services, to ensure integrated and sustainable radiographic service delivery.

- ENQUIRIES** : Ms Z Zigayi, email: Ziyanda.Ziygayi@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post.
- POST 17/285** : **PHARMACY SUPERVISOR GRADE 1**
 Chief Directorate: Metro Health Services
- SALARY** : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Du Noon Community Day Centre, Southern/Western Sub-Structure
REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration with the SAPC as Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Willingness to register as a Responsible Pharmacist. Willingness to tutor staff. Valid Driver's License (Code B/EB or equivalent). Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication, interpersonal and conflict handling skills, and computer literacy.
- DUTIES** : Effective medicine supply management (procurement, storage, control and distribution of pharmaceuticals) for all pharmaceuticals for the facility and linked services in the community-based platform. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Manage the Chronic Dispensing Unit (CDU) and Private Provider processes. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Human Resource Management which includes disciplinary processes, performance management processes and staff development. Promotion of rational medicine use by implementing provincial policies. Compile and update Standard Operating Procedures. Represent the pharmacy department at management level (meetings, strategic planning) and allocate pharmacy resources for research when required.
- ENQUIRIES** : Mr R Hall Tel No: (021) 200-4501
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to do a practical/ written and oral assessment.
- POST 17/286** : **REGISTRAR (MEDICAL): FAMILY MEDICINE (X4 POSTS)**
 Chief Directorate: Metro Health Services
 (4 Year Contract)
- SALARY** : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Metro East Training complex: Stellenbosch University
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 requirements of the job: A valid (code B/EB) driver's license. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills. Strong interpersonal and time-management skills. Good interpersonal and time-management skills. Ability to work effectively within a multidisciplinary team. Appropriate experience in South African District Health Services.
- DUTIES** : Clinical service provision. Participate in the Teaching program. Research and Professional Development (incl. completion of MMED). Effective Clinical Administration in patient records and patient reports. Support leadership and quality improvement initiatives within healthcare services.
- ENQUIRIES** : Dr W Viljoen Tel No: (021) 852-4700
NOTE : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of four (4) years. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position as personal and they are entitled to pay progression. It may become necessary to second or transfer

staff to another hospital or institution during their training period; staff will be consulted prior to any such decision being implemented. Registrars will function across health facilities as per an agreed programme, including rotations within an assigned training complex (Helderberg Hospital, Eerste River Hospital, Tygerberg Hospital, Karl Bremer Hospital, Khayelitsha CHC, Kraaifontein CHC, Delft CHC, Elsies River CHC and primary healthcare clinics). Employees in service who elect to retain pension benefits will be required to resign upon completion of registrarship should they not be appointed to an advertised Specialist post. Applicants must indicate whether they have any bursary obligations. The Department of Health subscribes to the principles of Employment Equity. Candidates with disabilities are encouraged to apply. Specific Registrar posts will be identified under the Affirmative Action programme to ensure representivity in line with applicable procedures. Preference will be given to South African citizens or permanent residents with a valid identity document. Applicants with temporary residence status will not be considered. Registrars will be required to register as postgraduates with the University of Stellenbosch in accordance with the discipline's yearbook and guidelines. Should registration with the Higher Education Institution (HEI) as a student be discontinued for any reason, the Registrar appointment will automatically terminate. Candidates who are not in possession of the stipulated registration requirements may apply on condition that proof of application and payment of prescribed registration fees to the relevant council are submitted on or before the interview date. This concession applies only to first-time registrations or change in registration status.

POST 17/287

: **MEDICAL OFFICER GRADE 1 TO 3**
Cape Winelands Health District

SALARY

: Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS

: Wellington CDC
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: A valid driver's licence. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level and Knowledge applicable to South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Service. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Drakenstein Sub district (including Saron/Gouda), guiding health care colleagues in managing difficult PHC cases.

DUTIES

: Provide quality outpatient care to patients in Drakenstein SD Primary Healthcare facilities. Provide an Outreach and Support service to PHC facilities in the Drakenstein Sub district (including Saron & Gouda) Actively participate in skills transfer, training, and academic opportunities relevant to the post.

- Active involvement in the clinical governance of Drakenstein Sub district facilities as required. No compulsory Commuted Overtime (COT) duties.
- ENQUIRIES** : Dr P van Wyk (Family Physician) or Dr R Gaffoor (Clinical Manager Tel No: (021) 877-400)
- 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 17/288** : **DEPUTY DIRECTOR: PACS/RISK (E HEALTH CLINICAL SYSTEMS)**
Directorate: Information Technology
- SALARY** : R932 292 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate three-year National Diploma or Degree. Experience: Appropriate experience in clinical information systems, health informatics, or information management. Appropriate experience managing and leading clinician-facing digital health systems and programmes. Proven experience in the implementation and operational management of clinical systems and/or specialised clinical platforms. Appropriate experience managing complex clinical workflows, interoperability, and healthcare standards in a regulated environment. Proven experience in project and programme management across the full system lifecycle, including procurement, implementation, and operational support. Experience working within the public health sector or similarly regulated healthcare environments. Inherent requirements of the job: In-depth knowledge of clinical workflows, particularly within diagnostic and specialist clinical services. Strong understanding of digital imaging systems, PACS/RIS/VNA and related clinical technologies. Knowledge of international healthcare interoperability standards. Ability to work closely with clinicians, technical teams, vendors, and governance structures. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Strong clinical systems and health informatics knowledge. Project and programme management expertise in clinical IT environments. Knowledge of IT, clinical and medico-legal governance frameworks. Experience with SCM, contract management, and SLA oversight. Excellent stakeholder engagement, communication, and negotiation skills. Strong analytical, problem-solving, and decision-making abilities. Ability to lead multidisciplinary teams in complex, high-risk environments.
- DUTIES** : Lead and manage the eHealth Clinical Systems programme, including clinician-facing digital health initiatives mandated by the executive. Oversee the planning, implementation, and operational management of PACS, RIS, VNA and other specialised clinical systems. Apply and enforce IT, clinical, and medico-legal governance across all eHealth clinical projects and operations. Manage procurement, contracts, and service level agreements in collaboration with SCM, SITA, and strategic partners. Ensure compliance with national and provincial policies, healthcare standards, and regulatory requirements. Provide strategic input into the digital health strategy, clinical interoperability, analytics, and innovation initiatives (including AI-enabled clinical solutions). Lead, manage, and develop the eHealth Clinical Systems team, including performance management, capacity building, and succession planning. Manage budgets, financial controls, and reporting for the eHealth Clinical Systems portfolio. Act as a key liaison between IT, clinical services, governance structures, and external partners. Collaborate with the broader IT ecosystem stakeholders and managers to implement departmental digital strategy.
- ENQUIRIES** : Ms N Dlamini Tel No: (021) 483-8945
- NOTE** : No payment of any kind is required when applying for this post.

POST 17/289 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY) (WARD 5A & 5B MALE ADMISSIONS)**
Chief Directorate: Metro Health Services

SALARY : R720 819 per annum
CENTRE : Lentegeur 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 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 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 as mentioned above. Or a post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Inherent requirements of the job: Valid code (B/EB) drivers' licence. Willingness to work shifts, after hours, public holidays, day or night and standby duties. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate a good understanding of HR and financial policies and practices. Computer Literacy in the MS package (Word, Excel and PowerPoint). Knowledge of FBU functions and management (ability to work collaboratively within FBUs). Appropriate experience working with in the Acute Psychiatric Services.

DUTIES : Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Psychiatry complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Psychiatry services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Provide effective support to nursing services and hospital management by managing the hospital after hours, when the need arises.

ENQUIRIES : Mr ST Mndende Tel No: (021) 370 -1400 / Mr M Banzi Tel No: (021) 370 -1248
NOTE : No payment of any kind is required when applying for this post.

POST 17/290 : **OPERATIONAL MANAGER: NURSING (PRIMARY HEALTH CARE) (X2 POSTS)**
West Coast District

SALARY : R720 819 per annum
CENTRE : **Swartland Sub-district:**
Malmesbury CDC (X1 Post)
Moorreesburg Clinic (X1 Post)

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 diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) OR a 4 year Bachelor 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 Primary Care Nursing. Registration with a Professional Council: Registration with 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. Oversee Satellite Clinics and mobile health services. Willingness to work overtime when necessary and willingness to support other clinics in the Sub-district. Competencies (knowledge/skills): Information management with regards to PHC indicators. Quality assurance knowledge. COPC principles and interpretation. Legislation of Ideal Clinic and Office of Health standards compliance Good organizing skills. Computer literacy (MS Word and Excel). Good interpersonal and communication skills.

DUTIES : Effective and holistic management of patients on PHC level regarding acute services, Assessment and taking of medical history, physical examination, diagnoses, prescription of treatment. Effective management and execution of integrated Child Health and Youth Services including school health services. Effective management and execution of integrated maternal & woman's health services according to the guidelines. Effective management and execution of integrated HAST services. Provide holistic management and leadership in the PHC facilities and coordinate mobile services.

ENQUIRIES : Mr. RA Christoffels Tel No: (022) 482-2729

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

POST 17/291 : **CHIEF PHYSIOTHERAPIST GRADE 1**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R598 260 per annum

CENTRE : Metro TB Hospital Complex

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a Professional Council: Registration with the HPCSA as a Physiotherapist. Experience: A minimum of 3 years appropriate experience as a Physiotherapist after registration with the HPCSA as a Physiotherapist. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Willingness to work overtime. Competencies (knowledge/skills): Appropriate, extensive clinical experience as a Physiotherapist in an acute and specialist/tertiary hospital setting with appropriate experience in Neurology, Neurosurgery, Orthopaedics, Cardiopulmonary and intensive care. Appropriate managerial experience. Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures. Good problem solving, conflict resolution, interpersonal, communication, leadership and organisational skills.

DUTIES : Promote, manage and develop physiotherapy services at DP Marais and Brooklyn Chest Hospitals including mobility, strength and endurance, neuro rehabilitation and chest physiotherapy. Assist in the management, policy formation, strategic planning process of unit and Physiotherapy Department, and deputize for the head of Department when required. Supervise and develop personnel in the team, including mentoring physiotherapist at a more junior level and undertaking quarterly evaluations for staff. Manage physical and human resources in the unit and co-ordinate all administrative activities regarding the patients in the unit. Supervise, train and co-ordinate student placements; undertake and participate in appropriate research and investigations in area of work.

ENQUIRIES : Dr JT Riele Tel No: (021) 508-7446

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

POST 17/292 : **OPERATIONAL MANAGER NURSING (GENERAL) (MEDICAL PAVILION)**

SALARY : R571 161 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Or A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Or A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent

requirements of the job: Perform after-hour, weekend and public holiday duties for the department and the hospital. Night duty hospital allocation as required. Competencies (knowledge / skills): Principles of Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal / communication skills. Ability to function independently as well as part of the multi-disciplinary team. Good organisational skills and the ability to function under pressure Effective communication, interpersonal, leadership, decision making and conflict resolution skills Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Able to cope well under pressure.

DUTIES : Motivate, encourage and lead all nursing teams positively. Effectively manage financial, and human resources in all aspects of the job description. Responsible for the co-ordination and delivery of quality nursing care within the relevant department; participation and implementation of audits and planned improvement initiatives. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances.

ENQUIRIES : Ms A Moodley Tel No: (021) 404-2074
NOTE : No payment of any kind is required when applying for this post.

POST 17/293 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
 Overberg District

SALARY : Grade 1: R495 423 per annum
 Grade 2: R607 350 per annum

CENTRE : Theewaterskloof Sub-district, PHC Support and Outreach
REQUIREMENTS : Minimum Education 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. 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 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 a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above or a post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to rotate and consult patients at different facilities within the Sub-district. Competencies (knowledge/skills): Good Interpersonal and communication skills. Computer literacy (Microsoft Word). Knowledge and insight of relevant legislation and policy related to Mental Illness within the public sector. Ability to consult with clients who require mental health counselling.

DUTIES : Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in Mental Health care delivery. Liaise with other role players. Conduct research related to Mental Health and service delivery.

ENQUIRIES : Ms H Human Tel No: (028) 814-3717
NOTE : Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant

council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Advanced Psychiatric Nursing Science or a post graduate diploma (R635) accredited with the SANC in Mental Health Nursing.

POST 17/294 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: NEPHROLOGY)**

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC, in terms of R212 in Medical and Surgical Nursing Science: Nephrology or Medical and Surgical Nursing Science: Critical Care Nursing: General. OR A 4 year Bachelor Degree in Nursing (R174) or (R171) qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Critical Care Nursing (Adult) or Nephrology. Registration with a Professional Council: Registration with the SANC as Professional Nurse. 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 including weekends, public holidays and night duty. Willingness to rotate within Nephrology unit. Ability to lift and turn patients, stand for long hours and lift heavy equipment. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet.

DUTIES : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a professional nurse in Nephrology. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of trauma and emergency patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting.

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

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a compulsory competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate qualification in the relevant specialty.

POST 17/295 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ICU ORGAN TRANSPLANT COORDINATOR)**

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) 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 (R212) 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 Critical Care Nursing (Adult). Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as professional Nurse with 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 this period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification or a post graduate diploma in the relevant speciality. Inherent requirements of the job: Must be prepared to work shifts, weekends and public holidays. Must be prepared to be on call. Competencies (knowledge/skills): Basic Computer literacy. Knowledge and insight related Organ transplant coordination. Knowledge of relevant legislation and policy related to organ transplant coordination. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organizational skills and the ability to function under pressure.

DUTIES : Identify and co-ordinate learning opportunities for all nursing and related staff as well as students in the Organ transplant unit. Effective management of cadaver and familial organ donor patients. Effective liaising with all relevant stake holders within the organ transplant team. Effective utilisation of human and financial Resources to ensure optimal operational function in the area. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate qualification in the relevant speciality.

POST 17/296 : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (X4 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Khayelitsha CHC (X1 Post)
Nolungile CDC (X1 Post)
Mfuleni CDC (1 Post)
KESS (X1 Post)

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 diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). OR A 4 year Bachelor 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 Primary Care Nursing. 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 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 periods referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post-basic qualification in Clinical Science, Health Assessment, Treatment and Care (R48). Inherent requirements of the job: Valid driver's licence. Willingness to work overtime when necessary. Willingness to provide outreach services. Competencies (knowledge/skills): Knowledge of procedures relating to nursing education,

- training and of basic post basic nursing. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.
- DUTIES** : Provide and perform clinical nursing practice in accordance with the scope of practice and nursing standards for PHC services. Plan and implement Health Promotion and Prevention activities. Link with community structures and NPO's. Collect data and submit reports on or before time. Assist with managing human and equipment resources. Ensure an effective administrative service. Facilitate clinical teaching, training and health education. Provision of effective clinical services. Participate in research activities.
- ENQUIRIES NOTE** : Mr DB Grootboom Tel No: (021) 360 5247
: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- POST 17/297** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (NEURO CLINIC)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
- CENTRE REQUIREMENTS** : Lentegour Hospital
: 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 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: **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/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above or a post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet operational requirements. Must be prepared to assist in all departments according to operational requirements.
- DUTIES** : Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal framework. Effective utilization of human, financial and physical resources (equipment and consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.
- ENQUIRIES NOTE** : Ms R Venter Tel No: (021) 940-4424
: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in

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

POST 17/298

: **ASSISTANT DIRECTOR: FINANCE**
Chief Directorate: Metro Health Services

SALARY
CENTRE
REQUIREMENTS

: R487 197 per annum
: Stikland Hospital
: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in all aspects of Public Financial Management and Supply Chain Management. Appropriate working experience in BAS; LOGIS, Vulindlela and the ePS. Appropriate financial management and supervisory experience. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Advanced computer literacy in Microsoft Office. Advanced skills in managing BAS; LOGIS and related administrative processes like Budget Management and the Management of Assets & Liabilities. Sound knowledge of all prescripts governing and applicable to Finance and Supply Chain Management within the Public Health environment. Sound knowledge of the PMFA, Treasury Regulations &, DOH & Wellness financial prescripts & management systems, the Western Cape Accounting Officer (AO) system and other prescripts, the Western Cape Health Facilities Boards Act & Regulations. Strong managerial; leadership and supervisory experience and skills in managing a multidisciplinary finance team. Excellent communication skills (verbal and written).

DUTIES

: Monitor compliance with financial prescripts and provide support in the coordination of policies, internal controls and improve processes. Management of the Hospital Facility Board, administration and related. Ensure effective and compliant supply chain management processes in line with PFMA and related regulations and prescripts. Manage procurement, demand, acquisition, contract management, asset management and inventory control functions. Management of BAS/LOGIS payments and Mini Contracts. Ensure accurate Asset & Liability management. Implement, effective controls to ensure audit compliance and good governance, monitor and adjust as required. Effectively coordinate year-end closure (AFS) and interim financial statements Scrutinise and carefully prepare files for audit purposes. Effective management of People Management resources including Human Resource Planning, R&S, Training & Development, building strong teams and fostering team cohesion and where necessary discipline and consequence management.

ENQUIRIES

: Mr N Walters Tel No: (021) 940-4404

NOTE

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

POST 17/299

: **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
West Coast District

SALARY

: Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE
REQUIREMENTS

: Sonstraal Transitional Care Hospital, Paarl
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom

it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to rotate within the Sub-Structure and perform relief duties. Competencies (knowledge/skills): Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work independently and in a multi-disciplinary team with excellent interpersonal skills and communication skills Innovative and analytical thinking and the ability to initiate, coordinate, manage and sustain programs, (Knowledge of Community Orientated Primary Care), sound knowledge of relevant national, provincial legislation and Health Care 2030. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.

DUTIES : Delivery of optimal outcomes-based interventions to patients in the WCTBC (Sonstraal and IDH) according to occupational therapy principles and protocols. Mobility and assistive device services rendered in the facility, to be involved in research projects at the institution. Facilitation of training for health personnel, clients, their families, volunteers and inter-departmental personnel, liaise and collaborate with stakeholders. Perform administrative tasks relating to department and skills development and training for Occupational Therapist.

ENQUIRIES : Dr W Oosthuysen Tel No: (021) 815 8344
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 17/300 : **MEDICAL TECHNOLOGIST GRADE 1 TO 3: CLINICAL PHARMACOLOGY**

SALARY : Grade 1: R413 121 per annum
 Grade 2: R482 499 per annum
 Grade 3: R564 822 per annum

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Medical Technologist in Clinical Pharmacology. Registration with the Professional Council: Registration with the HPCSA as a Medical Technologist in Clinical Pharmacology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Technologist (Clinical Pharmacology) in respect of South African qualified employees. 1-year relevant experience after registration with the HPCSA as a Medical Technologist (Clinical Pharmacology) 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 Medical Technologist (Clinical Pharmacology) in respect of South African qualified employees. A minimum of 11 years' relevant experience after registration with the HPCSA as a Medical Technologist (Clinical Pharmacology) 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 Medical Technologist (Clinical Pharmacology) in respect of South African qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Medical Technologist (Clinical Pharmacology) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Perform after hours, weekend and public holidays as required. Competencies (knowledge/skills): Trained and qualified in laboratory techniques, with recent appropriate experience and close attention to detail. Strong knowledge of the laboratory quality management systems and regulatory frameworks. Excellent interpersonal skills and effective communication Trained and qualified in ISO 15189 with work experience in an accredited laboratory. Knowledge about routine drug analysis and the importance of patient management. Excellent knowledge and skills in use and maintenance of laboratory equipment. Ability to work in a team

- and independently. Proficiency in the management system implementation and Microsoft Office Suite.
- DUTIES** : Specimen receipt and handling. Performance of TDM assays. Electronic data capture (DISALAB) and clinician interface. Maintenance of the IQC programme. Instrument and Equipment Maintenance. Specialised assays – Sample receipt and handling. Assistance with stock management.
- ENQUIRIES** : Prof P Sinxadi Tel No: (021) 406-6008
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status”).
- POST 17/301** : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (OCCUPATIONAL THERAPY)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum
- CENTRE** : Stikland Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the HPCSA as an Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist. Minimum of 11-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as an Occupational Therapist. Minimum of 21-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge of providing intervention for clients with mental health challenges. Knowledge of applicable health legislation, relevant acts, policies and procedures. Understanding of evidence-based practice and knowledge of PSR model in a Mental health environment. Computer literacy.
- DUTIES** : Provide evidence based Clinical Service within a Mental health setting in accordance with prescribed requirements and protocols. Conduct assessments and implement treatments plans within allocated areas. Administration related to clinical service delivery. Ensure effective resource management and general administration tasks. Student supervision and training. Management of events and projects advocating for mental health services.
- ENQUIRIES** : Ms Y Louw Tel No: (021) 940-4590
- 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).

- POST 17/302** : **PRINCIPAL TELECOM OPERATOR**
- SALARY** : R338 106 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirements of the job: Willingness to work shifts. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, e-mail). Excellent written and verbal communication skills. Leadership capabilities, managerial and organisation skills. Ability to function individually and as part of a team. Understanding the switchboard process. Appropriate knowledge and experience in Switchboard operations. Experience: Appropriate experience with electronic switchboards and paging systems, including AC WIN and MAN 3000 Expense Manager. Appropriate supervisory experience.
- DUTIES** : Overall Management of the Telecommunications component, responsible for all technical matters, including Budget control, expenditure, and ensuring effective Human Resource Management. Accurate and timeous reporting as per requirements and compiling of switchboard statements. Knowledge of disciplinary procedures and staff performance management. Provide effective and efficient assistance and support to clients, personnel, management and supervisors.
- ENQUIRIES** : Ms M February Tel No: (021) 938 5295
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical assessment.
- POST 17/303** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Chief Directorate: Metro Health Services
- SALARY** : R338 106 per annum
CENTRE : Nyanga Community Day Centre
REQUIREMENTS : Minimum Education qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in support services. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies knowledge/skills): Knowledge and understanding and experience in LOGIS as well as knowledge and experience of budgetary aspects. Knowledge of Supply Chain Management, Procurement policy of the Department and personnel procedures. Computer literacy (MS Word and Excel).
- DUTIES** : Manage the allocated budget, assist with expenditure, administration and revenue management. Manage the Supply Chain section and the assets of the facility including contract management and fleet management. Personnel and Labour relations management. Manage the support to Assistant Manager Nursing and Community Day Centre. Render assistance to Facility Management. Human Resources control and management.
- ENQUIRIES** : Ms P Mgqaliso Tel No: (021) 831-0882
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 17/304** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Chief Directorate: Metro Health Services
- SALARY** : R338 106 per annum
CENTRE : Goodwood CDC
REQUIREMENTS : Minimum educational qualification: Senior Certificate Grade 12 (or equivalent). Experience: Appropriate administrative experience in a health facility. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Willingness to work overtime. Willingness to rotate within the geographical PHC facilities within the NTSS when operationally required. Competencies (knowledge/skills): Knowledge of Supply Chain Management, Procurement policy of the Department and personnel procedures. Advance computer literacy (MS Word, Excel, Power point and Outlook). Good interpersonal and communication skills. Knowledge and understanding of PERSAL, Logis, ESL, Bas, PHCIS, or any computerized accounting and logistic system as well as knowledge and experience of budgetary aspects.
- DUTIES** : Comprehensive support and assistance to the Facility Manager as Head of administration with regards to People Management functions, performance management of your subordinates, (HRM,) Human Resource Development (HRD) and Labour Relations, Supply Chain Management (Logis) ESL,

Finance, Information Management and General office administration. Interact and liaise with clinical staff and operational managers with regard to administration support, ensure compliance with Quality Assurance, IPC/ OHS and Ideal Clinic and OHSC. Assist with contract management, e.g., Security, Telephone systems, Garden Services and Waste Management, Sanitary Bins and Pest Control. Supervisor to Housekeeper and Cleaning staff, Logis Clerk, Information management and Admin Support. Ensure correct procedures with regard to asset management, GG vehicles (act as transport officer). Manage the allocated budget, assist with expenditure, administration, and revenue management. Liaise with workshop for maintenance, reports of facility and grounds.

- ENQUIRIES** : Ms R Rula Tel No: (021) 827-9120
- NOTE** : No payment of any kind is required when applying for this post.
- POST 17/305** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (MEDICAL WARD)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum
- CENTRE** : Victoria 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 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: Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability and willingness to work shifts and after-hours hospital cover including weekends, public holidays, night duty and overtime as the need arises. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
- ENQUIRIES** : Ms M Dubru-Shunmugam Tel No: (021) 7991125, e-mail address: Mary.Dubru@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 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 17/306** : **PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (NEW ACUTE)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum

<u>CENTRE REQUIREMENTS</u>	<p>Grade 3: R495 423 per annum</p> <p>: Stikland Hospital</p> <p>: 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. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet operational requirements. Willingness to work in all departments/wards according to the operational needs of the hospital. Competencies (knowledge/skills): Knowledge and understanding of nursing care processes, procedures, statuses, and other relevant legal and ethical practices. Computer literacy (MS Office, MS Outlook). Good Communication skills. Report Writing skills. Appropriate experience in advanced comprehensive nursing treatment and care to patients in a specialized Mental Health Unit.</p>
<u>DUTIES</u>	<p>: Provision of optimal, holistic nursing care with set standards and within a professional/legal and ecosystem framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.</p>
<u>ENQUIRIES NOTE</u>	<p>: Ms V Buys Tel No: (021) 940-4424</p> <p>: 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).</p>
<u>POST 17/307</u>	<p>: <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (FAMILY MEDICINE) (X3 POSTS)</u></p> <p>Chief Directorate: Rural Health Services</p>
<u>SALARY</u>	<p>: Grade 1: R337 359 per annum</p> <p>: Grade 2: R411 978 per annum</p> <p>: Grade 3: R495 423 per annum</p>
<u>CENTRE REQUIREMENTS</u>	<p>: George Regional Hospital</p> <p>: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 4-year bachelor's degree in nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3-year diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Experience: Grade 1: None after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Professional Nurse. Inherent requirements of the job: Willingness to work shifts, including day and night duty, weekends and public holidays. Overtime as requested and rotate within departments (excluding maternity ward) as required, in line with operational needs. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively verbally and written. Knowledge of the nursing processes & procedures as outlined in Nursing Act and SANC regulations. Professionalism, good Interpersonal communication skills, leadership skills and flexibility. Skills to plan, organize & coordinate the service by analysing, problem solving and decision making.</p>

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care and the education of nursing & other personnel. Render advanced clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES : Ms LA Campbell Tel No: (044) 802-4371
NOTE : No payment of any kind is required when applying for this post. Candidates may be subject to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 17/308 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: CBS TRAINER)**
Chief Directorate: Metro Health District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Khayelitsha Eastern Sub-structure Office
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 SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: A valid driver's (Code B/EB) licence. Appropriate training/facilitation experience. Willingness to travel extensively in the Sub-structure. Competencies (knowledge/skills): Good communication skills (written and Verbal). Knowledge and understanding of Community Based Services and the NPO Sector. Computer literacy in (Ms. Excel, Word and PowerPoint) and MS Outlook. Proficiency in report writing.

DUTIES : Plan, coordinate, facilitate and teach the integrated formal training programme developed for the Community Health Workers to address wellness in communities. Facilitate the in-service training/updating of skills and competencies (including mentoring and coaching) of the Community Health Workers, patient care assistants, community residential care workers. Conduct, monitor and evaluate all training activities offered to Community Health Workers. Support other professional nurse training initiatives of the NPO outreach team leaders according to needs identified of the district. Facilitate and compile relevant training related reports and other administrative duties with involvement of all stakeholders.

ENQUIRIES : Dr S Mokitimi Tel No: (021) 360-4703
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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 17/309</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (X6 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Bishop Lavis CHC (X1 Post) Goodwood CDC (X1 Post) Morning Star (X1 Post) Kraaifontein PHC (X1 Post) Elsies River (X1 Post) Symphony Way CDC (X1 Post)
<u>REQUIREMENTS</u>	:	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's 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 a Professional Nurse Experience: Grade 1: None. Grade 2: A Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A Minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours. Willingness to rotate within the facility and assist with other PHC clinics in the Sub-structure when there is a need. Competencies (knowledge/skills): Knowledge of grievance procedure and disciplinary legislation. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of Nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES</u>	:	Mr X Mphafa Tel No: (021) 508-4643 (Bishop Lavis) Ms R Rula Tel No: (021) 827-9120 (Goodwood) Ms L Rose-Benjamin Tel No: (021) 829-8330 (Morning Star) Ms I Adriaanse-Fortuin Tel No: (021) 876-2172 (Kraaifontein) Ms G Naude Tel No: (021) 204-9400 (Symphony Way) Ms J Heunis Tel No: (021) 913-0211 (Elsies River)
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<u>POST 17/310</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (X2 POSTS)</u> Chief Directorate: Metro Health Services (Contract until 31 January 2027)
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	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. Registration with a Professional Council: Registration with

the SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Prepared to work in all departments/wards according to the operational needs of the hospital. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy in MS Office and Outlook) Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation.

DUTIES : Provision of optimal, holistic nursing care to mental users with set standards within a professional/legal framework. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.

ENQUIRIES : Ms L Marepula Tel No: (021) 826-5830
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).

POST 17/311 : **ADMINISTRATION CLERK: FINANCE**
 Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Khayelitsha District Hospital, Khayelitsha Eastern Sub-structure
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas of the Post. Experience: Appropriate experience in a finance environment. Appropriate experience in Logis and BAS. Competencies (knowledge/skills): Good verbal and written communication skills in at list two of the three official languages of the Western Cape. Good interpersonal and communication skills. Ability to work independently, yet as part of a team. Computer skills in (MS Office: Word, and Excel). Knowledge of PFMA, Finance Instructions Provincial Treasury Regulations and Supply Chain Management processes.

DUTIES : Control, verify, capture journals and report Assets and Liability accounts. Compile and capture payments on BAS and LOGIS. Control, verify and follow up on debt accounts according to prescripts. Management and replenishment of Petty Cash. Reconciliation of supplier's statements. Assist in monthly, IFS and AFS reporting.

ENQUIRIES : Ms A Sithole Tel No: (021) 360-4266, or email: Andiswa.Sithole@westerncape.gov.za

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

POST 17/312 : **ADMINISTRATION CLERK: ADMISSIONS**
 Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Khayelitsha District Hospital, Khayelitsha/Eastern Sub-structure
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of patient admissions in a hospital environment. Appropriate experience in Clinicom. Inherent requirements of the job: Willingness to work 12-hour shifts (i.e. Night duty, weekends and public holidays) and overtime on short notice. The incumbent must be willing and able to rotate within the various components of the facility based on operational needs. Competencies (knowledge/skills): Good (written and verbal) communication skills. Computer literacy essential (MS Word, PowerPoint, Excel and Outlook). Knowledge of hospital fees/admissions memorandum Chapter 18, UPFS, HIS.

DUTIES : Patient registration on Clinicom System. Admitting of Inpatients, discharge of patients, transfer of patients. Correct information obtained, correct assessment at the reception point. Deal with written and telephonic enquiries with regard to Patient Admission matters. Responsible for handling and receiving of public money and cash collection to main cashier.

ENQUIRIES : Mr. M Speelman Tel No: (021) 360-4276

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

POST 17/313 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ECO SYSTEM SUPPORT)**
Directorate: Supply Chain Management
(9 Months Contract)

SALARY : R237 453 per annum, plus 37% in lieu of service benefits

CENTRE : Head Office (based at Belville)

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Accounting or Mathematics as a passed subject or Senior Certificate (or equivalent) with experience that focuses on the Key Performance Area (KPA'S) of the post. Experience: Appropriate experience in Supply Chain Management practices or system management/implementation, asset verification, inventory management or consumables support. Inherent requirement of the job: Willing to travel with the Western Cape and stay in nurse homes where applicable. Valid driver's licence. Competencies (knowledge/skills): Ability to communicate effectively (written and spoken). Ability to communicate effectively (written and spoken). Computer Literacy particularly in Word and Excel. Knowledge of asset verification scanning, inventory management and consumables processes. Conversant with the Department's procurement prescripts. Excellent human relations abilities and telephone skills.

DUTIES : Ensure all assets (new and existing) are barcoded as well as barcoding locations for identification purposes. Scan all assets per location using the scanning application and support inventory and consumables review activities at facility level. Using the BI tools, identify assets not verified as well as no-moving or slow-moving inventory and consumables for investigation. Capture all movements, balance adjustments, additions, transfers and donations in respect of assets, and assist with inventory and consumables data clean-up where required. Perform thorough asset verification, inventory spot checks and reviews of stockholding points in each directorate as well as spot checks. Ensure that assets/equipment identified as unserviceable are confirmed for further follow-up and processing. Roll out and maintain asset and inventory applications designed for the Department. Perform an effective Helpdesk service.

ENQUIRIES : Mr J Ruiters, email: Jovan.Ruiters@westerncape.gov.za

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

POST 17/314 : **PRINCIPAL OPERATOR (PNEUMATIC TUBE STATION)**

SALARY : R237 453 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum Education qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a health facility. Inherent requirements of the job: The ability to handle heavy equipment. Willingness to work shifts and ability to report for duty at 6:30 (weekends included). The successful incumbent must be willing to work under pressure and irregular hours as required. Competencies (knowledge/skills): Knowledge of the Tube distribution system and knowledge of the procedure to report faults of same. Knowledge of safety standards when handling blood products and blood specimens. Computer literacy (Ms Word, MS Excel). The ability to communicate (verbal & written) i.e. good telephone etiquette, interpersonal and communication skills.

DUTIES : Supervise subordinates within the component. Responsible for the operational function of the tube system, reporting defective specimens, budget control, expenditure, and ensuring effective Human Resource Management. Accurate and timeous reporting as per requirements and compiling of reports. Manage disciplinary procedures and staff performance.

ENQUIRIES : Mr. N Meyer Tel No: (021) 938-4125

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

- POST 17/315** : **ADMINISTRATION CLERK: ADMISSIONS/WARDS**
Chief Directorate: Metro Health Services
- SALARY** : R237 453 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in healthcare environment. Inherent requirements of the job: Willingness to work shifts. Competencies (knowledge/skills): Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Sound communication, organisational and interpersonal skills. Ability to work independently and in a team. Knowledge of Batho Pele Principles and Patient Rights Charter.
- DUTIES** : Render patient administration services including admissions, transfers and discharges. Maintain accurate patient records and filing systems. Provide general administrative and office support. Handle enquiries professionally. Assist with statistics, reports, stock control and transport bookings. Provide support across Patient Administration areas as required.
- ENQUIRIES** : Mr W Jacobs Tel No: (021) 918-1208
NOTE : No payment of any kind is required when applying for this post.
- POST 17/316** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY** : R237 453 per annum
CENTRE : Southern Western Sub-structure
REQUIREMENTS : Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate practical experience in Information Management in a health environment. Inherent requirements of the job: Valid driver's license. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Knowledge of Department of Health policies, acts, legislation and circulars. Knowledge of Information management processes and procedures/Standard Operating Procedures (SOP's). Knowledge of Computer systems: SINJANI, Clinicom, PHCIS, Tier.net and EDR.web. Knowledge and understanding of HAST programme data tools. MS Office (Word, Excel, PowerPoint, Outlook).
- DUTIES** : Perform administrative role as a member of the information management team and participation in health information co-ordinating activities. Collect, collate, compile data, validate data, analyse data trends, ensuring proper data flow, data quality monitoring and preparing and data reports for meetings. Conduct data spot checks and trends analysis for all datasets and follow up with issues identified. Attend to Ad Hoc Queries and Data Requests. Assist with all campaign data collection, collation, capturing, and data quality. Conduct audits at Facilities in line with SOP's and auditor general requirements and provide feedback to facility staff. Support to Line Manager and administrative relief duties.
- ENQUIRIES** : Ms N Van Staden Tel No: (021) 202 0932
NOTE : No payment of any kind is required when applying for this post.
- POST 17/317** : **STAFF NURSE GRADE 1 TO 3**
Overberg Health District
- SALARY** : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum
CENTRE : Hawston Clinic, Overstrand Sub-district
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a Professional Council: Registration with the SANC as Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: A valid driver's licence. Willingness to work overtime. Relieve in all areas in Overstrand Sub-district. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal).

- DUTIES** : Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Mr L Legolie Tel No: (028) 814-3823
- NOTE** : No payment of any kind is required when applying for this post.
- POST 17/318** : **HOUSEKEEPING SUPERVISOR (WARD 7 PSYCHOLOGY GERIATRIC)**
Chief Directorate: Metro Health Services
- SALARY** : R201 093 per annum
- CENTRE** : Stikland Hospital
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate housekeeping experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts, including weekends and public holidays when required. Competencies (knowledge/skills): Ability to adhere to safety and hygienic standards. Ability to effectively communicate. Knowledge of linen and stock control. Knowledge of infection control.
- DUTIES** : Responsible for overall control, performing and co-ordinating of tasks related to hygiene, cleaning, and linen services within the ward. Ensure the effective use, maintenance and safe keeping of supplies and equipment. Supervision of household aid /cleaners in the ward. Responsible for all administrative duties associated with supervision. Attend in-service training appropriate to service delivery.
- ENQUIRIES** : Mr K Mhlana Tel No: (021) 940-4424
- NOTE** : No payment of any kind is required when applying for this post.
- POST 17/319** : **TRADESMAN AID (AIR-CON/REFRIGERATION)**
Directorate: Engineering and Technical Support Services
- SALARY** : R170 226 per annum
- CENTRE** : Head Office, Cape Town (Bellville Mobile Workshop)
- REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience within the Air-conditioning/Refrigeration field within a workshop environment. Inherent requirements of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills. Good communication skills.
- DUTIES** : Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after-hour repairs). Assist with the installation of plant, equipment, and alterations. Clear areas where work has been carried out. Ensure that tools and materials are available when needed. Assist the Artisans in the execution of their duties.
- ENQUIRIES** : Mr A Bingham Tel No: (021) 918-1222
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- POST 17/320** : **PORTER**
Chief Directorate: Metro Health Services
- SALARY** : R144 024 per annum
- CENTRE** : Victoria Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate working experience in a hospital environment. Inherent requirements of the job: Required to work shifts, weekends and public holidays. Ability to perform tasks such as lifting patient's from/onto beds, trolleys and wheelchairs. Willingness to work in a team. Must be of sober habits. Competencies (knowledge/skills): Good interpersonal and communication skills.
- DUTIES** : Ensure and effective porter service to clients and management by safe transporting of patients on trolleys and wheelchairs, within various areas in the hospital, assist with the removal of bodies from wards. Collecting and delivering of blood specimens, blood hampers and patient folders. Maintenance of equipment by ensuring all equipment are taken care of, ensure a safe and hygienic work environment as well as collecting and cleaning of equipment. Maintain sound interpersonal Relations by promoting a conducive working environment. Adhere to dress code and code of conduct.

ENQUIRIES : Ms J van der Riel Tel No: (021) 799-1270
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 17/321 : **DRIVER (LIGHT DUTY VEHICLE)**
Cape Winelands Health

SALARY : R144 024 per annum
CENTRE : Ceres Hospital
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in the transportation of employees and goods. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to be on standby, work overtime, and work on weekends and public holidays. Physically fit and able to lift and load heavy items. Competencies (knowledge/skills): Knowledge of Transport Regulations. Ability to accept accountability, responsibility, and to work independently.

DUTIES : Daily transporting of official passengers, post, packages, chronic medication, goods, equipment, and heavy laundry bags, as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.

ENQUIRIES : Mr G Moses Tel No: (023) 316-9600
NOTE : No payment of any kind is required when applying for this post.

POST 17/322 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (SURGERY) (10 SESSIONS)**
(Contract until 31 March 2027)
Chief Directorate: Metro Health Services

SALARY : Grade 1: R671 per hour
Grade 2: R766 per hour
Grade 3: R887 per hour

CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Surgery. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Surgery. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Surgery. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Surgery. Inherent requirements of the job: Must be willing to work sessional hours after hours, including weekends and public holidays. Competencies (knowledge/skills): Appropriate experience in general surgery. Appropriate experience in emergency upper-Gastrointestinal endoscopy and management of upper-GI bleeding. Ability to work in a team and with all levels of staff. Interest in developing an academic career.

DUTIES : Management and communication to appropriately triaged & efficient running of theatre lists. Requirements to complete statistics collection. Completion of medico-legal documents. Participation in research, audits and quality improvement programs. To deliver comprehensive after-hours emergency /urgent surgical services to patients in theatre, GIT unit, surgical wards, and emergency centre at Victoria Hospital. The aim is to deliver safe, cost-effective and high-quality 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 patient and planning appropriate operative management. Emergency/urgent & trauma surgical procedures. Competency & proficiency in emergency UGI endoscopy & management of UGI bleeding. Post-operative assessment & care, with appropriate investigation & management of possible complications. Teaching and training of intern.

ENQUIRIES : Dr G Dunbar Tel No: (021) 799-1211, email: graeme.dunbar@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 to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 17/323 : **RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND) (20 SESSIONS)**
Cape Winelands Health District
(Contract until 31 March 2029)

SALARY : Grade 1: R337 per hour
Grade 2: R395 per hour
Grade 3: R464 per hour

CENTRE : Stellenbosch Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound/Radiography. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as Ultrasound Radiographer. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) Driver's Licence and willingness to travel within the Sub-district when the need arises. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to use or learn to use systems eg Clinicom, PHCIS Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal, Doppler, paediatric, gynaecological and abdominal ultrasound studies.

DUTIES : Provide a comprehensive diagnostic ultrasound service at an advanced level with the main focus on Obstetrics and Gynaecology (O&G) imaging in Stellenbosch Hospital. But including abdominal and other studies. Outreach sonography services to clinics in the ecosystem and district as requested. General care of patients as part of a Multi-Disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Supervise, mentor and assess colleagues eg midwives, doctors, radiographers. Actively take part in CPD- program, as trainer and learner.

ENQUIRIES : Ms Z Boraine Tel No: (021) 808-5801

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

POST 17/324 : **PHYSIOTHERAPIST THERAPIST: GRADE 1 TO 3 (16 HOURS PER WEEK SESSIONAL POST)**

Chief Directorate: Metro Health Services

SALARY : Grade 1: R273 per hour
Grade 2: R318 per hour
Grade 3: R373 per hour

CENTRE REQUIREMENTS : Northern Tygerberg Sub-structure Office
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPSA) as a Physiotherapist. Registration with a Professional Council: Registration with the HPSA as 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 Physiotherapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to do outreach to other PHC Clinics in the Sub-Structure. Willingness to be involved in research projects at the institution. Competencies (knowledge / skills): Appropriate clinical physiotherapeutic skills in assessment and treatment of patients. Ability in assessing and issuing Mobility Assistive Devices. Ability to function within a multi-disciplinary team setting, to be flexible and to work independently. Good problem solving, conflict resolution, interpersonal, good communication skills (written and verbal), leadership and organizational skills. Computer literate in MS Office (Excel, Word and PowerPoint) and MS Outlook.

DUTIES : Responsible for the rendering of clinical physiotherapy services in various clinical areas. Assist the manager in the strategic planning process of the Physiotherapy Department. Perform duties in line with the department's operational plans. Mentor Physiotherapist on a more junior level. Manage physical and human resources in a clinical area and co-ordinate all relevant administrative activities regarding the patient's clinical area. Assist the CHC's in the area where needed.

ENQUIRIES : Ms N KassenTel No: (021) 815-8798

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)". Candidates will be subjected to a practical/oral assessment.

DEPARTMENT OF INFRASTRUCTURE

CLOSING DATE : 15 June 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 17/325 : **PERSONAL ASSISTANT: DEPARTMENTAL PERFORMANCE MONITORING AND EVALUATION REF NO: DOI 51/2026**

SALARY CENTRE REQUIREMENTS : R338 106 – R398 277 per annum (Level 07)
 : Department of Infrastructure, 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 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: 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 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 APPLICATIONS : Mr S Martin Tel No: (021) 483 5432
 : 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 17/326 : **ADMINISTRATION CLERK: HS CONTRACT ADMINISTRATION REF NO: DOI 49/2026**

SALARY CENTRE REQUIREMENTS : R237 453 - R279 708 per annum (Level 05)
 : Department of Infrastructure, Western Cape Government
 : Senior Certificate (Grade 12 or equivalent qualification). Competencies: Knowledge of the following: Basic office administration; Housing Code; Housing Amendment Act (Act 4 of 2001); Filing system and record keeping; Skills in the following: Basic Computer literacy in Ms Package (Word, Excel, PowerPoint); Organisational; Good communication (written and verbal); Problem solving and Work well under pressure.

DUTIES : Assist in contract administration relating to Human Settlement development projects; Provide support to Senior Admin Officer and Assistant Director: Contract Administration; Assist with auxiliary and general support functions and Assist with Human Resources related matters.

ENQUIRIES APPLICATIONS : Ms Nolusindiso Bobelo Tel No: (021) 483 8407
 : 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 17/327 : **ADMINISTRATION CLERK: FLEET MAINTENANCE REF NO: DOI 50/2026**

SALARY CENTRE REQUIREMENTS : R237 453 - R279 708 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: A good understanding of the following: Working knowledge of Fleet Administration, Procurement and Supply Chain Management; Asset Control, store and stock-taking procedures; Obtaining quotations telephonically or via the Integrate Purchasing System; Applicable treasury and purchasing delegations; Skills needed: Written and verbal communication; Proven

- computer literacy; Planning and organising; Problem analysis; Creative thinking; Technical proficiency; Interpersonal relations; Ability to work under pressure and independently as well as in a team.
- DUTIES** : Procurement and general asset verification administration; Data capturing; Administer Licensing and repair authorities; Administer traffic fines; Administer Machine transfers and plant management; Loss and control liaison; Logistical arrangements and administration of auctions.
- ENQUIRIES APPLICATIONS** : Ms L Arendse Tel No: (021) 959 7700
: 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 17/328** : **PROJECT SUPPORT CLERK: EDUCATION INFRASTRUCTURE REF NO: DOI 52/2026**
- SALARY CENTRE REQUIREMENTS** : R237 453 - R279 708 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge in the following: Administration rules and regulations; Departmental information systems (BAS) Basic Accounting System ,BIZ Project, MYContent, SITS or similar); Skills needed: Computer literacy (MS Word, Ms Excel, Ms Outlook); Record keeping; Good communication (written and verbal); Ability to work under pressure and Ability to work independently and in a team.
- DUTIES** : Provide Reception Services; Manage diary appointments and scheduling; facilitate appointments and meetings; Maintain effective record-keeping systems; distribute, track, and manage documentation; perform binding and laminating of documents; provide logistical support; Invoice processing, Timeous and accurate capturing/updating of project financial information on Project Management Information Systems; Establishing and maintaining a project documentation library by providing document management support, ensuring proper identification, version control, change control, and administration of all project-related documentation.
- ENQUIRIES APPLICATIONS** : Mr M Klaas at (073) 447 0329
: 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 17/329** : **RECEPTIONIST: HR AND GENERAL SUPPORT SERVICES (BELLVILLE) REF NO: DOI 27/2026**
- SALARY CENTRE REQUIREMENTS** : R201 093 - R236 877 per annum (Level 04)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Supply chain management duties and practices; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Data capturing; Filing system. Skills in the following: Numeracy; Typing; Computer Literacy; Language skills; Sound organisational skills; Good verbal and written communication; Telephone etiquette.
- DUTIES** : Typing and correspondence support service; Reception and Switchboard services; Provide support in meetings and arrangements of appointments; Provide an administrative support service.
- ENQUIRIES APPLICATIONS** : Ms J. Hicks Tel No: (021) 959 7700
: 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 17/330** : **ROAD SIGN ASSEMBLER: ROAD SIGNS FACTORY REF NO: DOI 79/2025 R1 (X2 POSTS AVAILABLE IN BELLVILLE)**
- SALARY CENTRE REQUIREMENTS** : R170 226 – R200 523 per annum (Level 03)
: Department of Infrastructure, Western Cape Government
: Grade 10 certificate (equivalent or higher qualification); Practical training; A minimum of 2 years' relevant experience. Competencies: Knowledge of the following: Machines, tools and spray-painting equipment in the road sign environment; SADC road sign manual; Operating machinery in the manufacturing environment; Principles of manufacturing road signage, Road

- sign production layout and Manufacturing procedures; Skills needed: Ability to cut and assemble materials for road signs; Power tools and equipment; Written and verbal communication; Interpret and execute plans and instructions.
- DUTIES** : Assemble road signs; Bind panels (Assemble); Layout panels in line with specifications of design; Ensure materials are attached to the panels in line with design; Cut and bind plates/boards/channels for mounting; Do quality control; Pack road signs and send en route; Pack signs according to orders; Load signs for transportation (according to prescriptions); Do quality control; Perform administrative tasks; Completion of daily returns (logs); Prepare requests for materials required to ensure optimal stock levels.
- ENQUIRIES** : Mr. Nizaam Toffar Tel No: (021) 959 770
- APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or
 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or
 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- 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** : 15 June 2026
- NOTE** : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 17/331</u>	:	<u>DIRECTOR: SPECIALISED SUPPORT REF NO: LG 09/2026</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), all-inclusive salary package
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	A B degree (NQF 7), with a legal focus as recognised by SAQA; 5 years' middle or senior management experience. Competencies: Strategic Management; Change management; Programme and Project Management; People Management; Financial Management.
<u>DUTIES</u>	:	Manage the provision of specialised functional and operational legal support to municipalities; Facilitate assessment investigations relating to corruption, fraud and maladministration; Initiate, coordinate and manage section 139 interventions including discretionary and/ or mandatory interventions; Strategic Management (including change management); People Management; Financial Management.
<u>ENQUIRIES</u>	:	Dr S Greyling Tel No: (021) 4836126

OTHER POSTS

<u>POST 17/332</u>	:	<u>DEPUTY DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING (MUNICIPAL GOVERNANCE) REF NO: LG 04/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive salary package
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration; A minimum of 3 years middle management experience. Competencies: Working knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Municipal Systems Act (32 of 2000), Municipal Structures Act (117 of 1998), Regulations on Appointment and Conditions of Employment of Senior Managers (GN21, GG37245, 17 January 2014), Disciplinary Regulations for Senior Managers (GN344, GG34213, 21 April 2011); Procedures relating to Civil Litigation in High Court; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer literacy; Language skills; Project Management; Accounting; Finance/Audit; Legal.
<u>DUTIES</u>	:	Effect and Maintain Amendment of Establishment Notices of Municipalities and evaluate municipal governance in terms of implementation of performance monitoring; Assess and analyse Reports from municipalities as to appointment of senior managers being consistent with Legislation and prepare submissions for MEC for Local Government; Collect, collate and validate data and information relating to Districts and Local Municipalities monitoring and outcomes in relation to Senior Management; Develop and regulate a framework for monitoring senior management vacancies and key indicators by districts and local municipalities; Provide input and advice on national and provincial policy and legislative processes affecting municipalities; Plan and manage the work responsibilities and account for the overall performance; People Management and Financial Management.
<u>ENQUIRIES</u>	:	Mr K Maken Tel No: (021) 483 4365
<u>NOTE</u>	:	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.

- POST 17/333** : **ADMINISTRATIVE OFFICER: HUMAN RIGHTS REF NO: LG 11/2026**
- SALARY** : R413 001 - R486 501 per annum (Level 08)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years administrative experience. Competencies: Working knowledge and understanding of the following: International, national, regional and provincial instruments and legislation pertaining to the specific field of human rights; Specialised field of gender, youth, disability, HIV/AIDS, children, older persons, substance abuse and social cohesion; 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; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister Departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Good written and verbal communication; Project Management; Report Writing; Team Player; Ability to prioritize and handle high volume of work; Have a multidisciplinary approach; Listening skills.
- DUTIES** : Mainstreaming of human rights concerns into the core functions of the Department (creating an enabling environment for implementation); Deliver special projects on human rights concerns (external focus); Guidance and assistance to Municipalities with the institutionalisation of Human Rights Concerns at Municipalities; Provide administrative support regarding the human rights functions within the component; General administration.
- ENQUIRIES** : Ms P Ramnath Tel No: (021) 483 3333
- 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.

POST 17/334 : **ADMINISTRATION CLERK: SPECIALISED SUPPORT REF NO: LG 12/2026**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge and understanding of the following: Relevant legislation/policies/prescripts and procedures; Financial Administration; Skills needed: Computer Literacy; Written and Verbal Communication; Administration; Analytical; Time management; Interpersonal; Organising and planning.

DUTIES : Procurement of goods and services; Office Maintenance; Keeping and filing of Departmental for Directorate; Administrative Support; Relief Personal Assistant as and when required.

ENQUIRIES : Ms Charmine Davids Tel No: (021) 483 2856

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.

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 : 15 June 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 17/335 : **DEPUTY DIRECTOR: INVESTIGATIONS AND ADVICE REF NO: DOTP 56/2026**

SALARY : R932 292 per annum (Level 11), all-inclusive salary package

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year Tertiary qualification (B-Degree or higher qualification) on NQF level 7 as recognised by SAQA in Social and Administrative Sciences or related. A minimum of 3 - 5 years relevant Management experience. Competencies: Knowledge of the following: Constitutional, legal and institutional arrangements governing the South African public sector; Provincial executive support systems and services; Public communication, public

education, public engagement and discourse management processes; Good corporate governance norms and standards; Strategy development, strategy management and strategy monitoring and review processes; People management processes; Financial management processes; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face; Investigation and research processes; Advocacy; Child rights; Skills: Conceptualise and manage research/investigations initiatives; Interpret and apply relevant policies and procedures; Understand and apply governance policies and procedures; Human resource planning; Problem solving; Sound Budgeting; Facilitation; Presentation; Report writing.

DUTIES : Manage the initiation and conducting of investigations and enquiries into any matter within the scope of the Commissioner as aligned to the Western Cape Commissioner for Children Bill; Manage the initiation and conducting of research with regard to policies and legislation pertaining to children; Manage and investigate matters related to the mandate of the Commissioner; Establish a confidential and robust application mechanism for applications by the public regarding matters for investigation or research; Review/prepare documents to support the review of applications for investigation or research; Contact relevant stakeholders (such as families, schools, hospitals, children's homes, places of safety, correctional facilities, police stations etc) relating to the issue of investigation, and conduct interviews, meetings or other engagements with them where necessary; Review/prepare reports upon the completion of an investigation for submission to the Commissioner for Children; Ensure that any reports to WCPP are submitted timeously; Provide information and advice on children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Promote lobbying on child rights issues within the Province; Report on the activities of the Children's Commissioner; Perform managerial tasks with regard to the Sub Directorate.
Ms. S Roberts Sarah.Roberts@westerncape.gov.za

ENQUIRIES

POST 17/336

ASSISTANT DIRECTOR: PEOPLE MANAGEMENT RECORDS REF NO: DOTP 59/2026

SALARY CENTRE REQUIREMENTS

R487 197 - R573 897 per annum (Level 09)
Department of the Premier, Western Cape Government
An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); a minimum of 5 years relevant experience in records management within the public sector; a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities but who have reasonable access to transport may also apply. Competencies: Knowledge and understanding of the following: Legislative and governance requirements related to records management, Provincial Archives and Records Service Act and National Archives and Records Service prescripts; records management standards; management principles and practices, retention scheduling and disposal authorisations; legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Project management; operational management practices; Labour Relations legislation and regulations; performance management in general; policy development, and operational management, monitoring and review processes; modern systems of governance and administration; public service procedures, processes and systems.

DUTIES

: Responsible for the People Management (HR) Registry for all 11 Corporate Service Centre (CSC) client departments: Manage the safe-keeping, storage, retrieval and disposal of all people-management records for the CSC; Establish and maintain an electronic records management system. Management of the archiving/disposal processes. Management of the Document Control unit at the People Management Walk-in Centre. Provide a Messenger/collections/courier service; Plan for and distribute the work allocated to the People Management Registry; review existing, or develop, new procedures for the People Management Registry. Conduct a Risk Analysis for the registry functions. Maintain the registry risk register. Compile and maintain approved records classification system for paper-based and electronic records. Monitor and supervise the quantity and quality of outputs delivered by the registry.

ENQUIRIES

: Ms H Ward Tel No: (021) 483 5640

POST 17/337 : **CHILDREN'S COMMISSIONER OFFICER: INVESTIGATIONS AND ADVICE**
REF NO: DOTP 57/2026

SALARY : R413 001 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year Tertiary qualification (National Diploma) on NQF level 6 as recognised by SAQA in Social Sciences or related field. A minimum of 1-year relevant experience in a similar environment (Experience in Children rights, Youth and Community Development and Child protection).
Competencies: Application and understanding of the following legislation: Provincial executive support systems and services; Public communication, public education, public engagement and discourse management processes; Good corporate governance norms and standards; Policies of the government of the day; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face. Behavioural competencies: Delivering Results and Meeting Customer Expectations; Working with stakeholders including children and the public; Persuading and Influencing; Analysis of data; Skills: Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.

DUTIES : Initiate investigations and resolve enquiries into service delivery efficiencies to Children in the Western Cape; Conduct research into policies and legislation pertaining to the well-being and rights of Children access to services; Report on the activities of the Children's Commissioner; Provide information and advice on Children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to Children; Prepare, assess and submit investigative reports and develop supporting interventions; Support the Western Cape Children's Commissioner functions, and create awareness and understanding of Children's rights with identified audiences; Support investigations related to the mandate of the Commissioner.

ENQUIRIES : Ms. S Roberts-Sarah.Roberts@westerncape.gov.za
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 17/338 : **CHILDREN'S COMMISSIONER OFFICER: MONITORING AND**
AWARENESS REF NO: DOTP 58/2026

SALARY : R413 001 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year Tertiary qualification (National Diploma) on NQF level 6 as recognised by SAQA in Social Sciences or related field. A minimum of 1-year relevant experience in a similar environment (Experience in Children rights, Youth and Community Development and Child protection).
Competencies: Application and understanding of the following legislation: Provincial executive support systems and services; Public communication, public education, public engagement and discourse management processes; Good corporate governance norms and standards; Policies of the government of the day; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face. Behavioural competencies: Delivering Results and Meeting Customer Expectations; Working with stakeholders including children and the public; Persuading and Influencing; Analysis of data; Skills: Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.

DUTIES : Monitor, advocate and report on the wellbeing and level of service delivery to the Children within the Western Cape; Support the development and implementation of policies and strategic frameworks; Prepare, participate in and assess monitoring and evaluation exercises, program reviews and annual reviews; Report on the activities of the Children's Commissioner; Support the Western Cape Children's Commissioner functions; Create, organise and implement public awareness programmes, interventions and an understanding of Children's rights with identified audiences; Provide information and advice on children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Support investigations related to the mandate of the Commissioner.

ENQUIRIES : Ms. S Roberts- Sarah.Roberts@westerncape.gov.za

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>

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 : 15 June 2026

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

MANAGEMENT ECHELON

POST 17/339 : **DIRECTOR: FISCAL POLICY REF NO: PT 12/2026**

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

CENTRE : Provincial Treasury, Western Cape Government.

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Economics, Public Finance or Public Policy as recognised by SAQA; 5 years' experience at middle and/ or senior management level. Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.

DUTIES : Improve the sustainability of provincial and municipal revenue sources and explore the full use thereof; Strategic Management (including change management); People Management; and Finance Management.

ENQUIRIES : Mr Victor Senna Tel No: (021) 483 2666

OTHER POSTS

POST 17/340 : **ASSISTANT MANAGER (PROVISIONING): PROVISIONING AND ASSET MANAGEMENT REF NO: PT 11/2026**

SALARY : R413 001 - R468 501 per annum (Level 08)

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification) in financial management and supply chain management policy development; A minimum of 1 year of related supply chain management experience. Competencies: Knowledge of the following: Public Sector policies and regulations (Public Financial Management Act (Act of 1999) Public Service Act (Act 103 of 1994), Prescripts, policies and procedures governing financial

and Supply Chain Management; National Treasury Regulations (NTR), National and Provincial Treasury's Supply Chain Management Instructions, Note, Circulars, Supply Chain Management Policies, legislations, Acts; Public sector procurement processes, rules and regulations; Framework governing the Supply Chain Management and Public Sector; Ability to work independently and meet deadlines, ability to work under pressure and deliver to tight deadlines, work in a team and preparedness to work overtime when required; Skills needed: Written and verbal communication; Planning and organisational; Management and leadership.

DUTIES : Compilation of moveable asset management notes for interim financial statements (IFS) and annual financial statements (AFS) in terms of the modified cash standards, generally recognised accounting practice (GRAP); Supervise and render fleet management administration and auxiliary support services to the Department; Provide an effective and efficient asset management system and asset register. Processing of requisitions for the placing of orders; management and supervision of human resource staff. Maintain and ensure an effective consumable management service for the department.

ENQUIRIES NOTE : Mr N Rhapale Tel No: (021) 483 6810
 : 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.

POST 17/341 : **CHIEF ADMINISTRATION CLERK: PROVISIONING AND ASSET MANAGEMENT REF NO: PT 10/2026**

SALARY CENTRE REQUIREMENTS : R338 106 - R398 277 per annum (Level 07)
 : Provincial Treasury, Western Cape Government
 : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6-10 years of relevant experience in an administrative environment. Competencies: Knowledge of the following: good interpersonal relations, communication, planning and organization, management and leadership, and ability to work independently and meet deadlines.

DUTIES : Render the operationalization of transport policy in the department renders logistical/fleet administration support services. (Departmental Fleet); Render general administrative support services (Auxiliary services); Provide Maintenance support to the department; Maintain a key register for the department; supervise and mentor subordinates.

ENQUIRIES NOTE : Mr N Rhapale Tel No: (021) 483 6810
 : 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.

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** : 15 June 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 17/342** : **ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT (PAROW) REF NO: WCMD 109/2025 R1**
- SALARY** : R338 106 - R398 277 per annum (Level 07)
- CENTRE** : Western Cape Mobility Department, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year of relevant administrative support experience. A Code B driving license (or higher). Competencies: Knowledge of the following: Organisational and management practices, policies and operational functioning of the Chief Directorate; Financial management, monitoring and reporting procedures and systems related to budget monitoring instruments, approved post lists, expenditure commitment reports; Chief Directorate's strategic planning and monitoring and evaluation processes; General office administration and database management; General support systems; Information and Record Management/Administration; Administrative procedures and processes; Procurement processes and computer-based information systems. Skills needed: Numeracy, Literacy, Computer Literacy, Project Management, Accounting, Finance and Audit, Economic, Financial and Statistical Analysis, Legal administration; Written and verbal communication; Organizing, planning; and problem-solving.
- DUTIES** : Render administrative support services; Coordinate monitoring and evaluation activities and maintain the relevant systems; Provide support to the directorate for supply chain management activities; Render advice and liaise with regard to administrative matters and supervisory functions; Filing through MyContent; Managing the Directorate's Fleet of Vehicles.
- ENQUIRIES** : Mr A Kafaar @ Al-Ameen.Kafaar@westerncape.gov.za

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** : 15 June 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 17/343 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (PRINS ALBERT) REF NO: DSD 26/2026**

SALARY CENTRE REQUIREMENTS : R496 668 - R583 833 per annum, (OSD as prescribed)
 : Department of Social Development, Western Cape Government
 : A 4-year tertiary qualification in social work (degree/diploma) that allows registration with SACSSP; Registration and current registration with the South African Council for Social Service Professions (SACSSP). A minimum of 7 years of appropriate experience in social work after registration as a social worker with the SACSSP. Competencies: Knowledge of the following: Job-related knowledge; analytic and diagnostic tools, assessment tools, evaluation methods, and processes. Personnel Management, Supervision Framework for Social Workers, and Social Work Legislation Related to Children. Social work theory and interventions; Information and knowledge management, protocol, and professional ethics. Job-Related Skills: Organising and planning; project planning; psychosocial intervention; communication and language (2 official languages of the Western Cape Government); People management practices; interpersonal, report writing, computer literacy, presentation and facilitation, problem solving and analytical, and client orientation and customer focus.

DUTIES : To ensure that a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs is rendered, Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions; This would include the following actions: Conduct assessments that are problematic for supervisees, aimed at identifying conditions in individuals, groups, families, and communities that justify relevant interventions. Ensure that the appropriate recommendations and interventions required to address the conditions are identified. Ensure the development and planning of programs to render the recommended interventions efficiently, effectively, and economically. Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance, and advice to supervisees. Monitor and evaluate the effectiveness of the recommended interventions; Ensure reporting on progress and identify further/amended interventions to address the identified conditions; Study, interpret, apply, and give guidance on legislation and policies in the identified work fields to supervisors and other role players/stakeholders. Perform statutory functions that are problematic for supervisees relating to the relevant function, compile court reports, and attend to court inquiries and the other tasks emanating from these matters. Ensure that records of social work interventions, processes, and outcomes are produced and maintained. Ensure implementation and compliance with all standard operating procedures and sector norms and standards.

ENQUIRIES : Ms I April- @ Imelda.April@westerncape.gov.za

POST 17/344 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (ATHLONE) REF NO: DSD 27/2026**

SALARY CENTRE REQUIREMENTS : R496 668 - R583 833 per annum, (OSD as prescribed)
 : Department of Social Development, Western Cape Government
 : A 4-year tertiary qualification in social work (degree/diploma) that allows registration with SACSSP; registration and proof of current registration with the South African Council for Social Service Professions (SACSSP). A minimum of 7 years of appropriate experience in social work after registration as a social worker with the SACSSP. Competencies: Knowledge of the following: Job-

related knowledge; analytic and diagnostic tools, assessment tools, evaluation methods, and processes. Personnel Management, Supervision Framework for Social Workers, and Social Work Legislation Related to Children. Social work theory and interventions; Information and knowledge management, protocol, and professional ethics. Job-Related Skills: Organizing and planning; project planning; psychosocial intervention; communication and language (2 official languages of the Western Cape Government); People management practices; interpersonal, report writing, computer literacy, presentation and facilitation, problem solving and analytical, and client orientation and customer focus.

DUTIES

: To ensure that a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs is rendered, Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions; This would include the following actions: Conduct assessments that are problematic for supervisees, aimed at identifying conditions in individuals, groups, families, and communities that justify relevant interventions. Ensure that the appropriate recommendations and interventions required to address the conditions are identified. Ensure the development and planning of programs to render the recommended interventions efficiently, effectively, and economically. Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance, and advice to supervisees. Monitor and evaluate the effectiveness of the recommended interventions; Ensure reporting on progress and identify further/amended interventions to address the identified conditions; Study, interpret, apply, and give guidance on legislation and policies in the identified work fields to supervisors and other role players/stakeholders. Perform statutory functions that are problematic for supervisees relating to the relevant function, compile court reports, and attend to court inquiries and the other tasks emanating from these matters. Ensure that records of social work interventions, processes, and outcomes are produced and maintained. Ensure implementation and compliance with all standard operating procedures and sector norms and standards.

ENQUIRIES

: Ms E Siljeur- @ Elarna.Siljeur@westerncape.gov.za

POST 17/345

: **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 31/2026 (VARIOUS POSTS AVAILABLE IN ATHLONE)**

SALARY

: Grade 1: R338 208 – R397 668 per annum, (OSD as prescribed)
 Grade 2: R413 004 – R478 395 per annum, (OSD as prescribed)
 Grade 3: R496 668 – R583 833 per annum, (OSD as prescribed)
 Grade 4: R608 859 – R754 785 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS

: Department of Social Development, Western Cape Government.
 : A relevant tertiary qualification in social work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as a social worker: Registration with the South African Council for Social Service Professions as a social worker, **Grade 1:** No experience. **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years of appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions; A valid Code B driving licence. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and knowledge management, protocol and professional ethics, Relevant legislation, policies, and prescripts (norms and standards); social dynamics, work values, and principles; developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination, and exclusion. Written and verbal communication, report writing, self-management, motivation, Good planning and organizing, Problem-solving and analytical Computer literacy, Presentation and facilitation, Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organizations, and communities to enhance their social

functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1 Good communication skills, Report-writing skills, Self-management skills; Motivation skills; Good planning and organizing skills; Problem-solving and analytical skills; computer literacy, presentation and facilitation, and client orientation and customer focus.

DUTIES : Render a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs (casework, group work, and community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and support social auxiliary workers' continuous professional development. Keep up-to-date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job.

ENQUIRIES : Ms M Essop at Mehnaaz.Essop@westerncape.gov.za

POST 17/346 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 32/2026 (VARIOUS POSTS AVAILABLE IN SWELLENDAM)**

SALARY : Grade 1: R338 208 – R397 668 per annum, (OSD as prescribed)
Grade 2: R413 004 – R478 395 per annum, (OSD as prescribed)
Grade 3: R496 668 – R583 833 per annum, (OSD as prescribed)
Grade 4: R608 859 – R754 785 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government.

REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. A valid Code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policy and prescriptions (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs (casework, group work, and community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and support social auxiliary workers' continuous professional development. Keep up-to-date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job.

<u>ENQUIRIES</u>	:	Ms T Savahl at Tasneem.Savahl@westerncape.gov.za
<u>POST 17/347</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES (LAINGSBURG) REF NO: DSD 33/2026</u>
<u>SALARY</u>	:	Grade 1: R338 208 – R397 668 per annum, (OSD as prescribed) Grade 2: R413 004 – R478 395 per annum, (OSD as prescribed) Grade 3: R496 668 – R583 833 per annum, (OSD as prescribed) Grade 4: R608 859 – R754 785 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government A relevant tertiary qualification in social work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as a social worker: Registration with the South African Council for Social Service Professions as a social worker, Grade 1: No experience. Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years of appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions; A valid Code B driving licence. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and knowledge management, protocol and professional ethics, Relevant legislation, policies, and prescripts (norms and standards); social dynamics, work values, and principles; developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination, and exclusion. Written and verbal communication, report writing, self-management, motivation, Good planning and organizing, Problem-solving and analytical Computer literacy, Presentation and facilitation, Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organizations, and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs (casework, group work, and community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and support social auxiliary workers' continuous professional development. Keep up-to-date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	Mr S Stadler at sofia.stadler@westerncape.gov.za
<u>POST 17/348</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES (KHAYELITSHA) REF NO: DSD 34/2026</u>
<u>SALARY</u>	:	Grade 1: R338 208 – R397 668 per annum, (OSD as prescribed) Grade 2: R413 004 – R478 395 per annum, (OSD as prescribed) Grade 3: R496 668 – R583 833 per annum, (OSD as prescribed) Grade 4: R608 859 – R754 785 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government A relevant tertiary qualification in social work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as a social worker: Registration with the South African Council for Social Service Professions as a social worker, Grade 1: No experience. Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years' appropriate

experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years of appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions; A valid Code B driving licence. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and knowledge management, protocol and professional ethics; Relevant legislation, policies, and prescripts (norms and standards); Social dynamics, work values, and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination, and exclusion; Written and verbal communication; Report writing; Self-management; Motivation, Good planning and organizing, Problem-solving and analytical Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organizations, and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers.

DUTIES : Render a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs (casework, group work, and community work); Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and support social auxiliary workers' continuous professional development; Keep up-to-date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES : Ms M Rebe at millicent.rebe@westerncape.gov.za

POST 17/349 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 35/2026 (VARIOUS POSTS AVAILABLE IN HESSEQUA)**

SALARY : Grade 1: R338 208 – R397 668 per annum, (OSD as prescribed)
Grade 2: R413 004 – R478 395 per annum, (OSD as prescribed)
Grade 3: R496 668 – R583 833 per annum, (OSD as prescribed)
Grade 4: R608 859 – R754 785 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A relevant tertiary qualification in social work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as a social worker: Registration with the South African Council for Social Service Professions as a social worker, **Grade 1:** No experience. **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years of appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions; A valid Code B driving licence. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and knowledge management, protocol and professional ethics; Relevant legislation, policies, and prescripts (norms and standards); Social dynamics, work values, and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination, and exclusion; Written and verbal communication; Report writing; Self-management; Motivation, Good planning and organizing, Problem-solving and analytical Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals,

families, groups, organizations, and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers.

DUTIES : Render a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs (casework, group work, and community work); Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and support social auxiliary workers' continuous professional development; Keep up-to-date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES : Ms I April|@Imelda.April@westerncape.gov.za

POST 17/350 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 28/2026 (X2 POSTS AVAILABLE IN KHAYELITSHA)**

SALARY : Grade 1: R200 691 – R227 145 per annum, (as prescribed by OSD)
Grade 2: R236 385 – R269 742 per annum, (as prescribed by OSD)
Grade 3: R280 809 – R353 016 per annum, (as prescribed by OSD)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and Knowledge Management (Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately; Protocol and professional ethics.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programs; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Ms M Rebe Tel No: (021) 812 0923

POST 17/351 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (LAINGSBURG) REF NO: DSD 29/2026**

SALARY : Grade 1: R200 691 – R227 145 per annum, (as prescribed by OSD)
Grade 2: R236 385 – R269 742 per annum, (as prescribed by OSD)
Grade 3: R280 809 – R353 016 per annum, (as prescribed by OSD)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B-driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and Knowledge Management; Keep precise records and compile

		accurate reports on social needs and social auxiliary work activities and file them appropriately; Protocol and professional ethics.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programs; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	Ms S Stadler @ Sophia.Stadler@westerncape.gov.za
<u>POST 17/352</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 30/2026 (VARIOUS POSTS AVAILABLE IN SWELLENDAM)</u>
<u>SALARY</u>	:	Grade 1: R200 691 – R227 145 per annum, (as prescribed by OSD) Grade 2: R236 385 – R269 742 per annum, (as prescribed by OSD) Grade 3: R280 809 – R353 016 per annum, (as prescribed by OSD)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and knowledge management; keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately; Protocol and professional ethics.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant departmental programs; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	Ms T Savahl @ Tasneem.Savahl@westerncape.gov.za
<u>POST 17/353</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 36/2026 (VARIOUS POSTS AVAILABLE IN ATHLONE)</u>
<u>SALARY</u>	:	Grade 1: R200 691 – R227 145 per annum, (as prescribed by OSD) Grade 2: R236 385 – R269 742 per annum, (as prescribed by OSD) Grade 3: R280 809 – R353 016 per annum, (as prescribed by OSD)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and Knowledge Management; Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately; Protocol and professional ethics.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant departmental programs; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous

- professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms E Siljeur@ Elarna.Siljeur@westerncape.gov.za
- POST 17/354** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 37/2026 (VARIOUS POSTS AVAILABLE IN HESSEQUA)**
- SALARY** : Grade 1: R200 691 – R227 145 per annum, (as prescribed by OSD)
Grade 2: R236 385 – R269 742 per annum, (as prescribed by OSD)
Grade 3: R280 809 – R353 016 per annum, (as prescribed by OSD)
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and Knowledge Management; Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately; Protocol and professional ethics.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant departmental programs; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms I April @ Imelda.April@westerncape.gov.za