

**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** : 06 July 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. 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.

MANAGEMENT ECHELON

- POST 20/293** : **DEPUTY DIRECTOR-GENERAL: AGRICULTURAL RESEARCH AND REGULATORY SERVICES REF NO: AGR 26/2026**
- SALARY** : R1 885 710 per annum (Level 15), all-inclusive salary package. Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund.
- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government.
: Appropriate 5-year (NQF 8) qualification within an Agricultural Science or Public Administration environment; A minimum of 8 years appropriate senior management experience; and the successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below).
Competencies: Excellent planning, organising, computer, presentation and people management skills; Knowledge of applicable legislation; Strategic capability, management and leadership skills; The ability to multitask, deal with ambiguity, manage under rapidly changing and pressurised circumstances; Financial management and negotiation skills; and Ability to communicate at all levels and across sectors utilising various media.
- DUTIES** : Enhance and sustain the departmental strategic direction in line with the strategic vision, budget and management plans, of both the Department and the Western Cape Government; Oversee strategic line function management regarding: (i) Veterinary services pertaining, to animal health, food safety, export control, laboratory services, (ii) Research and development of agricultural technology, (iii) Agricultural economic research and client support; Evaluate and interpret impact of provincial, national and environmental

variables; Advise top management and executing authority on impact of strategic changes; Ensure compliance with Public Service statutory frameworks, regulations and professional ethics applicable to programmes in the Branch; Maintain good relations with industrial role-players, academic institutions and other relevant bodies in the Agricultural environment; Promote Agricultural research and regulatory services across all spheres of government; Explore and implement new ways of service delivery innovations; and People Management.

- ENQUIRIES** : Dr MP Sebopetsa Tel No: (021) 808 5006
- 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 20/294** : **DEPUTY DIRECTOR-GENERAL: AGRICULTURAL DEVELOPMENT AND SUPPORT SERVICES REF NO: AGR 27/2026**
- SALARY** : R1 885 710 per annum (Level 15), all-inclusive salary package. Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund.
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Appropriate 5 year (NQF 8) qualification within an Agricultural Science or Public Administration environment; A minimum of 8 years appropriate senior management experience; and The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Competencies: Excellent planning, organising, computer, presentation and people management skills; Knowledge of applicable legislation; Strategic capability, management and leadership skills; The ability to multitask, deal with ambiguity, manage under rapidly changing and pressurised circumstances; Financial management and negotiation skills; and Ability to communicate at all levels and across sectors utilising various media.
- DUTIES** : Enhance and sustain the departmental strategic direction in line with the strategic vision, budget and management plans, of both the Department and the Western Cape Government; Oversee strategic line function management; Financial Management; People Management.
- ENQUIRIES** : Dr MP Sebopetsa Tel No: (021) 808 5006

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** : 06 July 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 20/295** : **ADMINISTRATION CLERK: CORPORATE SERVICES RELATIONS MANAGEMENT REF NO: DEDAT 16/2026**
- SALARY** : R237 453 - R279 708 per annum (Level 05)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government.

- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Understanding of the legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Good verbal and written communication; Planning and organisation; Computer Literacy; Interpersonal relations; Flexibility and Teamwork.
- DUTIES** : Render general clerical support services to the Corporate Relations Unit; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component; Provide a support service on OHS compliance for the department.
- ENQUIRIES** : Ms M Jacobs Tel No: (021) 483 9748.

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** : 06 July 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 20/296** : **DEPUTY DIRECTOR: CORPORATE SERVICE RELATIONS MANAGEMENT**
REF NO: EADP 12/2026
- SALARY CENTRE** : R932 292 - R1 098 195 per annum (Level 11), all-inclusive salary package
Department of Environmental Affairs and Development Planning, Western Cape Government.
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); a minimum of 3 years middle management level working experience; a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Business and organisational structure of the department; Departmental operational management systems and procedures; Corporate governance requirements, with particular reference to prescribed plans and committees; The provincial policies, service level agreement and service schedules in terms of which the working relationship with the Corporate Service Centre (CSC) is managed. The business of the CSC; Occupational health and safety legislation; Human rights issues pertinent to the Department; Human resources management systems are at a supervisory level. Skills needed: Communication (Written and verbal); Planning and organising; Basic research; Computer literacy; problem-solving; Conceptual, interpretative and formulation; analytical; networking; basic statistical and numerical. Ability to work under pressure; Meet deadlines, managerial skills and project management. Skills in the following: Numeracy; literacy; computer literacy; language skills; accounting, finance and audit; project management; legal administration; managerial skills; leadership skills; interpersonal skills; communication skills (written and verbal); analytical skills; problem-solving;

- decision-making; facilitation; presentation skills; conflict resolution; planning and organising; basic research skills and networking skills.
- DUTIES** : Monitor, assess and report on the service delivery of the Corporate Service Centre (CSC) to the Department in terms of the Corporate Service Centre (CSC) service level agreement; Facilitate the periodic internal review of the Corporate Services Centre-service level agreement to ensure that the Department's service delivery requirements are met; Coordinate departmental operational service delivery obligations as required by the CSC service level agreement, people management, and financial management.
- ENQUIRIES** : Mr G Gerber Tel No: (021) 483 2787
- POST 20/297** : **DEPUTY DIRECTOR: ENVIRONMENTAL LEGAL SUPPORT SERVICES REF NO: EADP 12/2025 R1**
- SALARY CENTRE** : R932 292 - R1 098 195 per annum (Level 11), all-inclusive salary package
: Department of Environmental Affairs and Development Planning, Western Cape Government.
- REQUIREMENTS** : An appropriate LLB qualification; A minimum of 3 years post qualification appropriate experience; A minimum of 3 years management level experience. A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Environmental Legislation; Principles of environment management; Constitution of RSA and the Western Cape; Constitutional Law, administrative law, criminal procedure and law of evidence; Human resource and financial management. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication skill (written and verbal); Interpretation of legislation; Ability to work independently and as part of a team; Customer focus.
- DUTIES** : Provide and manage standard litigation support services; Provide and manage standard functional and operational legal support and legislation; Scrutinise and comment on national and provincial legislation which impacts on the Department; Performance and information management and reporting; Manage the operation of the sub-directorate.
- ENQUIRIES** : Adv G Birch Tel No: (021) 483 3113.
- POST 20/298** : **CONTROL ENVIRONMENTAL OFFICER: DEVELOPMENTAL MANAGEMENT (REGION 1) REF NO: EADP 11/2026**
- 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 degree (or equivalent qualification) in environmental management or natural or environmental science; registered as a candidate environmental assessment practitioner (EAP) or registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA) or meets the requirements for registration and has either already applied for registration or will by a certain date apply for registration (appointment will be conditional to actual registration with EAPASA by a specified date). A minimum of 6 years' relevant work experience; a valid (Code B) driving licence. Competencies: Knowledge of the following: The integrated environmental management process; Knowledge of EIA process applicable in the Western Cape; Knowledge of post-decision requirements, for example, amendment applications, ECO reports and Environmental Audit reports; Biophysical environment, social environment, cultural and heritage environment and the economic environment; The functioning of applicable environmental legislation, National and Provincial policies; Methodologies and techniques for the evaluation of Environmental Impact Assessments; Methodologies and techniques for the evaluation of environmental management plans, as well as environmental monitoring and auditing; Good working knowledge of policies, environmental-related legislation and environmental matters in the region; Functional knowledge on related sectors/fields, e.g., mining, agriculture, water, industry, forward planning, town and regional planning; and Public Service prescripts and HR related policies. Skills in the following: Computer literacy in MS Office Programs (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Problem Solving.

DUTIES : Experience in maintaining quality and productivity with regard to the evaluation of applications in terms of the relevant environmental legislation; Experience and knowledge of methodologies and techniques for evaluation of environmental impact assessments, environmental management plans, as well as environmental monitoring, ECO and auditing; Supervisory experience and relevant knowledge of Integrated Environmental Management, including applicable legislation and policies; Knowledge and experience of post-decision requirements, 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 and relevant knowledge of assigned projects; Strong report writing skills as well as the ability to work with people and a team; Qualifications with respect to environmental management, natural or environmental sciences or related field.

ENQUIRIES : Mr Z Toefy Tel No: (021) 483 2700

POST 20/299 : **TOWN AND REGIONAL PLANNER (PRODUCTION LEVEL);
DEVELOPMENT PLANNING INTELLIGENCE MANAGEMENT AND
RESEARCH REF NO: EADP 13/2026**

SALARY : Grade A: R660 612- R701 148 per annum, (OSD as prescribed)
Grade B: R761 157 - R816 852 per annum, (OSD as prescribed)
Grade C: R866 304 - R924 198 per annum, (OSD as prescribed)

CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government.

REQUIREMENTS : An appropriate B-Degree in Urban/Town and Regional Planning or relevant qualification; A minimum of 3 years post qualification town and regional planning experience; Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Applied knowledge of methods and approaches in development planning intelligence management, innovation, technological advances (e.g. geospatial analysis and science and geodatabase workflows, development planning data analytics, AI development and application etc.); Project management and Research methods inclusive of primary research in the Town/City and Regional Planning and Development Planning; Knowledge of development planning, regional planning, spatial planning and land use management systems, principles, policies, and best practice; Knowledge of and application of transversal integrated and coordinated planning approaches and support at Municipal, National and other Western Cape Government organs of state with regard to development planning intelligence management services.

DUTIES : Support to the Director: Development Planning Intelligence Management, Data Analytics & Research Services with the provision of Development Planning Intelligence Management and Research Services to all stakeholders in the Western Cape. Support to the Director: Development Planning Intelligence Management & Research with the provision of Land Use Planning & Data Governance Policy Co-ordination services. Support to the Director Development Planning Intelligence Management & Research with Project Management. Support to the Chief Directorate: Development Planning through the Director: Development Planning, Intelligence Management & Research with the provision of development facilitation services, development management services and spatial planning and land use management services as and when required. Support the director: development planning, intelligence management & research with strategic, operational and administrative tasks.

ENQUIRIES : Ms H Jacobs Tel No: (021) 483 5167 and at 083 315 0137

DEPARTMENT OF HEALTH AND WELLNESS

In line with the Employment Equity Plan of the Department of Health and Wellness 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 : 29 June 2026, 17:00PM

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.

OTHER POSTS

- POST 20/300** : **MANAGER: MEDICAL SERVICES GRADE 1**
Garden Route District
- SALARY** : R1 479 723 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE REQUIREMENTS** : Mossel Bay Hospital and Sub-district
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years' experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Willingness and skills to do after hours work. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Excellent communication skills on all levels. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and email). Appropriate experience of managing clinical services.
- DUTIES** : Strategic and operational management of all health service platforms at Mossel Bay Hospital and Mossel Bay Sub District Primary Health Care Services. Ensure safe clinical services and practices that comply with professional laws of the country and compatible with acceptable clinical practices. Set up systems to manage quality assurance in the Sub District to ensure support of the patient centred experience, compliance to national core standards, Ideal clinic standards and improved information management. Provide operational support to the office of the Director by effective and efficient use of allocated human, financial, infrastructure and health technology resources and to support service delivery of all the health service platforms in the Sub District. Develop internal and external key partnerships in the sub-district to ensure a WOSA to address the BoD and move to a wellness approach.
- ENQUIRIES NOTE** : Ms H Le Roux Tel No: (044) 803-2700
: No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment.
- POST 20/301** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (OTORHINOLARYNGOLOGY)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs.)
- CENTRE REQUIREMENTS** : Worcester Regional Hospital
: Minimum Education qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Otorhinolaryngology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Otorhinolaryngology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. Inherent requirements of the job: Provision of services across the Rural Central Ecosystem which will include extensive travelling. Valid (Code B/E or higher) driver's license. Ability to work overtime and or shifts when necessary. Availability during Major Incidents as needed and appropriate. Competencies (knowledge/skills): Proven competency in managing Otorhinolaryngology cases independently. Proven experience in quality improvement and research methodology. Proven leadership and team-work abilities. Proven knowledge of

- relevant health policies, guidelines and related prescripts to manage resources effectively. Computer literacy.
- DUTIES** : Patient-centered services through comprehensive, efficient and cost-effective ENT services that is of high quality across the Rural Central Ecosystem. Strong clinical governance through a culture of persistent quality improvement and research within the department to stay abreast of clinical development. Teaching and learning by fostering a learning environment for students, junior staff and peers at both under- and postgraduate level as required; as well as updating own knowledge and skills. Perform outreach and support to improve service delivery in the Rural Central Ecosystem. Sound corporate governance evident by effective and efficient financial and physical resource management; as well as adherence to requirements for all People Management matters.
- ENQUIRIES NOTE** : Dr JJ Fourie Tel No: (023) 348-1101
: 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 20/302** : **REGISTRAR (MEDICAL) (FAMILY MEDICINE)**
Overberg District
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 REQUIREMENTS** : Caledon Hospital (Complex), Theewaterskloof Sub-district
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. (Independent Practice). Inherent requirement of the job: Valid (code B/EB/C1) driver's license. Compulsory Remunerated Commuted Overtime (COT) duties. Ability and willingness to do outreach services to clinics throughout the Theewaterskloof sub-district. Competencies (knowledge/skills): Sound knowledge of general medical and surgical conditions at district hospital and Primary Health Care level and knowledge. Comprehensive evidence-informed, direct patient-centered approaches to care. Clinical service provision in district level health care services. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organisational and teamwork skills. Ability to work effectively within a multidisciplinary team. Recent experience with performing district level procedures including performance of caesarian sections, administration of spinal and general anaesthesia, management of chronic conditions and HIV/TB care, maternal and child health as well as emergency medical care including adult and neonatal resuscitations. Ability to guide health care colleagues in managing difficult district-level cases.
- DUTIES** : Provide quality health care to patients in the Theewaterskloof sub-district including Caledon Hospital and surrounding clinics, healthcare facilities and communities as part of community oriented primary care. Provide Outreach and Support service to PHC facilities and communities in the Theewaterskloof sub-district. Actively participate in skills transfer, training, teaching and academic opportunities relevant to the post. Active involvement in the clinical governance of Theewaterskloof sub-district facilities as required. Performing administrative duties. Supporting the Sub-district management team, while maintaining professional ethical standards. Research and Professional Development (incl. completion of MMED).
- ENQUIRIES NOTE** : Dr H Stofberg at (079) 867-9327
: 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 (Theewaterskloof Sub-district). 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 changes in registration status.

- POST 20/303** : **MEDICAL OFFICER GRADE 1 TO 3**
 Directorate: Health Intelligence
 The purpose of this role is to promote the understanding, integration, and innovation of clinical information technology to enhance both clinician and patient experiences.
- 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** : Head Office, Cape Town (Component: Provincial Health Data Centre)
 : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** No experience after registration as 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 Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's Licence and willingness to travel. Competencies (knowledge/skills): Excellent collaboration and communication skills. Attention to detail, critical thinking, and problem-solving capabilities. Advanced knowledge and proficiency with cloud technology including Azure SQL, and interactive data visualization software such as Power BI. Knowledge and insight of legislation and policies, relevant to current medical practice within the Public Service, experience in working in a district level hospital and Primary Health Care (PHC) setting. Demonstrated experience working with teams in the development and support of applications, and in implementing production systems in a healthcare organization. Appropriate experience in health information systems and health data interoperability. Appropriate SQL programming experience. Appropriate experience working with large datasets (hundreds of millions of records) and in programming and/or software development. Statistical expertise and/or broader software programming

experience. Experience working with stored procedures and views. Experience working with a scripting language e.g. Python, SQL, Java, Ruby, and/or R. Experience with technical communication and presentation of findings and ideas.

DUTIES

: The role supports organizational goals and initiatives through data input, analysis, and retrieval to improve processes, while maintaining knowledge of clinical practice and strong relationships with clinical and domain experts. Develop digital patient management tools and reports that enable clinicians to deliver better care while improving clinical workflows and the patient experience. Collaborate with cross-functional teams inclusive of data engineers, software developers, system administrators, and other stakeholders to enhance user functionality of patient management digital tools and ensure data quality and completeness. Improve processes by systematically analyzing complex problems and present innovative solutions to clinicians and strategic leaders in the organization. Participate in the design, testing, implementation, and ongoing support of clinical applications. Effectively deliver communications and updates to stakeholders at multiple organizational levels. Contributes to documentation, standard query libraries, and training materials to enhance organizational data literacy.

ENQUIRIES

: Prof A Boule, email: Andrew.Boule@westerncape.gov.za

NOTE

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

POST 20/304

: **MEDICAL OFFICER GRADE 1 TO 3 (PSYCHIATRY) (1-YEAR CONTRACT) (X2 POSTS)**

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). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS

: Groote Schuur Hospital, Observatory
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Commuted overtime is compulsory. Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required. Appropriate experience in

- Psychiatry. Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good communication skills.
- DUTIES** : Uphold the reputation and integrity of the medical profession. Adhere to requirements for all HR matters and Code of Conduct. Complete and submit required medical reports and documentation for legal and administrative purposes. Complete the required CPD activities to maintain registration with the HPCSA. Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Participate in training and educational programs for healthcare professionals. Prescribe and manage treatment plans, including medication and therapies. Provide comprehensive medical care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Refer patients to specialists or other healthcare providers when necessary.
- ENQUIRIES** : Dr I Lewis Tel No: (021) 404-5381 or email: ian.lewis@uct.ac.za or Dr J Jordaan, jeannere.jordaan@uct.ac.za
- NOTE** : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. No payment of any kind is required when applying for these posts. 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 20/305** : **REGISTRAR (MEDICAL) (ORTHOPAEDICS)**
(5-Year Contract)
- SALARY** : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professional Council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: Commuted overtime is compulsory. Participate in the after-hours call system. Completion of CMSA 1B Intermediate examination. Competencies (knowledge/skills): Knowledge, expertise and experience to participate in Orthopaedic surgical service provision demonstrated by appropriate medical officer experience, clinical logbook, research interest and attendance of courses. Ability to work under pressure as part of a clinical team. Administrative and IT skills.
- DUTIES** : Teaching. Innovation and research. Leadership. Clinical Service: Patient care and operative. Clinical Governance.
- ENQUIRIES** : Ms M van der Berg, email: marilyn.vanderberg@uct.ac.za
- NOTE** : Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work

across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Please ensure that you attach an updated CV which highlights the orthopaedic clinical medical officer experience, case load, courses attended, research participation with supportive documentation. Please include two references, one of which should be an orthopaedic surgical supervisor with their contact details. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines."

- POST 20/306** : **REGISTRAR (MEDICAL) (OPHTHALMOLOGY) (X2 POSTS)**
(5 Year-Contract)
- SALARY** : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Professional Council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) with patients and colleagues. Ability to work well within a group at all levels of authority. An interest and commitment to service. Appropriate experience in the field with proficiency in basic cataract surgery. Clinical and surgical experience in Ophthalmology as a medical officer. Computer literate to facilitate patient care, research and administration. FC Ophth (SA) part 1A (Paper 1 & 2). Inherent requirements of the job: Commuted overtime is compulsory.
- DUTIES** : Clinical Service Provision. Teaching and Training. Management and administration. -Research and Professional Development. To be responsible for the consulting room provisioning.
- ENQUIRIES** : Prof N du Toit Tel No: (021) 404-5008
- 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). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Please ensure that you attach an updated CV. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified

as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines.”

- POST 20/307** : **REGISTRAR (MEDICAL) (SURGERY: OTORHINOLARYNGOLOGY)**
(5-Year Contract)
- SALARY** : R1 041 402 per annum, (A portion of the package can be structured according to the individual’s personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: Commuted overtime is compulsory. Participate in the after-hours call system. Completion of FCS (SA) Otorhinolaryngology part II Intermediate Exam. Each Registrar will be required to work across the Groote Schuur, Red Cross & New Somerset Hospitals’ platform in meeting the service requirements of. Registrars will be required to register as postgraduate students with the University of Cape Town as applicable according to the requirements for the discipline in the yearbook and guidelines. Competencies (knowledge/skills): Appropriate and sufficient clinical experience in otorhinolaryngology since obtaining the degree of MBChB and after completion of internal rotations. Knowledge, expertise and experience with regards to providing medical services in surgery and otorhinolaryngology that is obtained from knowledge and skills obtained in the intermediate examination.
- DUTIES** : Leadership. Research. Teaching. Clinical Service: Patient care. Clinical Service: Operative/Surgical Skills. Clinical Governance.
- ENQUIRIES** : Ms F Hassan, email: Farhana.hassan@uct.ac.za
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Groote Schuur Hospital has adopted the department’s ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children’s Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Please ensure that you attach an updated CV. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines.”

<u>POST 20/308</u>	:	<u>REGISTRAR (MEDICAL) (RADIOLOGY) (X4 POSTS)</u> (5-Year Contract)
<u>SALARY</u>	:	R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: Current certificate of ATLS/ACLS. Completion of Part 1 FCA Rad (Diag) SA. Emergency and after hour call cover. Commuted overtime is compulsory. Each Registrar will be working from Red Cross War Memorial Children's Hospital and Groote Schuur Hospital but will be required to work across the platform. Registrars will be required to register as post-graduate students with the University of Cape Town. Competencies (knowledge/skills): Knowledge and practical skills for safe general diagnostics radiology. Knowledge & appropriate use of equipment. Research methodologies. Diagnostic Radiology experience. Any additional experience in other fields of diagnostic imaging. Experience in Internal Medicine or critical care under supervision of a Specialist. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Diploma certificates e.g. Diploma in Anaesthesia (DA) or DiP PEC. Effective leadership and interpersonal skills.
<u>DUTIES</u>	:	Provision of safe imaging services. Learn the art and science of diagnostic radiology and imaging. Earn clinical skills required by diagnostic imaging. Participate in academic activities and teaching responsibilities of the division. Assist with training of interns, medical students and nursing staff. Undertake a suitable research project for completion of an MMed degree. Supervision in diagnostic imaging. Performance appraisals/assessments. Safety of personnel and patients. Input at meetings. Involvement in research/ audits relating to diagnostic radiology and imaging.
<u>ENQUIRIES NOTE</u>	:	Prof Q Said-Hartley Tel No: (021) 404-4184 Preference will be given to SA citizens/permanent residents with a valid identity document*. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Please ensure that you attach an updated CV.
<u>POST 20/309</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (OPHTHALMOLOGY) (5/8 TH POST)</u>
<u>SALARY</u>	:	Grade 1: R872 205 per annum Grade 2: R995 172 per annum Grade 3: R1 152 594 per annum

<u>CENTRE REQUIREMENTS</u>	<p>: Tygerberg Hospital, Parow Valley</p> <p>: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Ophthalmology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Ophthalmology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Ophthalmology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Ophthalmology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Ophthalmology. Inherent requirements of the job: Valid driver's license. Competencies (knowledge/skills): Experience in cataract surgery and interest in either glaucoma, corneal or adnexal surgery. Ability to work in a team and under pressure.</p>
<u>DUTIES</u>	<p>: Clinical management of patients in general ophthalmology/ intake clinic as well as a subspecialist clinic in either glaucoma, corneal diseases, or ocular adnexal diseases. Surgery on patients with general eye complaints and specifically performing and teaching cataract surgery. Clinical teaching of students, medical officers and registrars in cataract management and either glaucoma, cornea or adnexal diseases. Research activities in cornea, glaucoma or adnexal diseases at the level of a specialist. Administrative tasks related to the corneal, glaucoma or adnexal units. Outreach and support to the Tygerberg Hospital Ecosystem.</p>
<u>ENQUIRIES NOTE</u>	<p>: Prof L Visser Tel No: (021) 938-5519</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 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 registration as Medical Specialist in Ophthalmology with the relevant council (including individuals who must apply for change in registration status)".</p>
<u>POST 20/310</u>	<p>: <u>COUNSELLOR (X2 POSTS)</u> Chief Directorate: Metro Health Services</p>
<u>SALARY</u>	<p>: Grade 1: R741 102 per annum Grade 2: R844 128 per annum Grade 3: R953 094 per annum (A portion of the package can be structured according to the individual's personal needs.)</p>
<u>CENTRE REQUIREMENTS</u>	<p>: Klipfontein/Mitchells Plain Substructure Office</p> <p>: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the Health Professionals Council of South Africa as a Registered Counsellor. Experience: Grade 1: None after registration with the health professions Council of South Africa as a Registered Counsellor. Grade 2: A minimum of 8 years appropriate experience after Registration with the HPCSA as Counsellor. Grade 3: A minimum of 16 years appropriate experience after registration with HPCSA as Counsellor. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the Sub-structure to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Computer literacy (i.e. MS Word, PowerPoint and Excel).</p>
<u>DUTIES</u>	<p>: Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological</p>

interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psychoeducation and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers. Attend regular clinical supervision. Form part of the sub-district and district mental health teams.

- ENQUIRIES** : Ms S Patel-Abrahams Tel No: (021) 370-5008
- NOTE** : No payment of any kind is required when applying for this post.
- POST 20/311** : **CLINICAL PSYCHOLOGIST (INTERNS) (X14 POSTS)**
Chief Directorate: Metro Health Services
(Contract From 01 January 2027 Until 31 December 2027)
- SALARY** : R741 102 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Groote Schuur Hospital, Tygerberg Hospital, Red Cross Children's Memorial Hospital, Valkenberg Hospital, Stikland Hospital, Alexandra Hospital, Lentegeur Hospital
- REQUIREMENTS** : Minimum educational qualification: Honours degree in Psychology. Successful completion of the theoretical part of the Master's degree in Clinical Psychology. Registration with a Professional Council: Registration with the Health Professionals Council of South Africa (HPCSA) as a Clinical Psychology Intern (1 January 2027). Competencies (knowledge/skills): Achievement of training standards set by the HPCSA and SA Professional Board of Psychology. Ability to work accurately under pressure and maintain a high standard of professionalism. Good interpersonal and communication skills. Computer literacy.
- DUTIES** : In and outpatient clinical assessment, psychological treatment and formulating of psychiatric conditions in adults and children. Outreach and support to district and community health clinics. Ward work will comprise of a range of psychiatric diagnoses, as well as medical wards, intellectual disability and forensic services. Conducting psychometric assessments including comprehensive neuro-psychological, personality and developmental evaluations. General and clinical administrative tasks. Participation in the academic training program of the departments of Clinical Psychology.
- ENQUIRIES** : Ms B Beukes Tel No: (021) 815-8749
- NOTE** : No payment of any kind is required when applying for this post. All short-listed candidates will undergo a technical competency test. All applicants are to submit a comprehensive Curriculum Vitae: 3 referee reports and Interim Supervisors reports; Identity Document, Matric certificate, Academic transcripts and HPCSA registration certificate as Psychology Student. The interns will be exposed to different service areas, including community and district services. All applicants should indicate their preference of these 3 available training sites: Training site A (Groote Schuur, Red Cross Children's Memorial, Valkenberg and Alexander Hospital) Training site B (Tygerberg and Stikland Hospital) Training site C (Lentegeur Hospital) Applicants may be placed at other institutions, depending on the availability of posts. The applicant should indicate their preference on the online application portal. All short-listed candidates will be expected to submit a reflective task prior to the interview. It will be expected of successful candidates to provide your year-end final supervisor's report if you are selected to the Intern program. 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 on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- POST 20/312** : **OPERATIONAL MANAGER NURSING (SPECIALTY AREA: NEONATOLOGY)**
- SALARY** : R720 819 per annum

<u>CENTRE REQUIREMENTS</u>	: Tygerberg Hospital, Parow Valley : 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 duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. 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 with the SANC in Midwifery. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing specialty. Strong leadership and interpersonal skills. Good organizational skills and the ability to function under pressure. To maintain ethical standards and promote professional growth and self-development. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.
<u>DUTIES</u>	: The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager. Participative management and utilization of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution.
<u>ENQUIRIES</u>	: Ms V Dubase Tel No: (021) 938-4000
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>POST 20/313</u>	: <u>OPERATIONAL MANAGER NURSING: PRIMARY HEALTH CARE</u> Overberg District
<u>SALARY</u>	: R720 819 per annum
<u>CENTRE REQUIREMENTS</u>	: Railton Clinic, Swellendam Sub-district : 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 Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Valid code 8/EB driver's license. Willingness to work overtime when necessary. It will be expected of the candidate to perform clinical functions within the Primary Health Care setting and do relieve work at the other clinics in the sub-district when needed. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills.
<u>DUTIES</u>	: Responsible for the management and coordination of PHC services and delivery of person-centered quality nursing care in accordance with the scope

of practice and nursing standards at the Primary Health Care. Plan to practice a holistic health service on a short-/medium-/long term basis including the provision of effective mobile Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilization and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Manage Health Programmes (CBS, COPC, Comprehensive Health, HAST, School Health) and Quality assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeous submission of accurate PHC, CBS and HAST data, including Security, Cleaning, Infection control and Ground services reports monthly. Organize a cost-effective service on a daily basis and participate in community involvement including attending community engagements as required.

ENQUIRIES
NOTE

: Ms G Van der Westhuizen Tel No: (028) 514-8402
: No payment of any kind is required when applying for this post.

POST 20/314

: **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY

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

CENTRE

: **Valkenberg Hospital:**
Ward 4 Acute Adult Male (X1 Post)
Ward 1 Neuro Clinic (X1 Post)

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 a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid Code EB/EC drivers' licence. Willingness to perform shiftwork, rotation in night duty and over weekends/public holidays. It will be required of the incumbent to rotate within the hospital. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Word, Excel & Outlook). Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation. Knowledge and experience of Community Mental Health at PHC level.

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. N Davids Tel No: (021) 4403136
: 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 20/315 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY) (CLINICAL FACILITATOR)**

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 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science (R212) OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Midwifery. Registration with a Professional Council: Registration with 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: Must be prepared to work shifts, weekends, and public holidays. Competencies (knowledge/skills): Basic Computer literacy- Microsoft word, Excel, PowerPoint Knowledge and insight related to the Specialty area. Ability to promote quality patient care through the setting, implementation, and monitoring standards. Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Good Organizational Skills and the ability to function under pressure.

DUTIES : Facilitate learning opportunities for all Nursing personnel and students. Provide professional, technical, and educational support for the provision of quality patient care through proper management of nursing care programmes. Facilitate the implementation of departmental in-service training as well as updating of skills and competencies Support the orientation programme for nurses and students. Evaluate and assess the competencies and skills of nursing personnel and students, Support the implementation of CPD for all nursing staff. Ensure appropriate placement and accompaniment of nursing personnel and nursing students. Effective utilization of Financial and Human resources. Support and initiate Nursing Research initiatives within the Mother Woman and Child department. Support and ensure the implementation Quality Improvement initiatives within the department. Support ecosystem initiatives.

ENQUIRIES : Ms L De Palo Tel No: (021) 404-2105

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

POST 20/316 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: INTENSIVE CARE UNIT) (X2 POSTS)**

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

CENTRE : Groote Schuur Hospital, Observatory (Neurosurgical ICU and Haemodialysis)
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 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 ICU. 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 ICU. 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 NOTE : Ms R Sutcliffe Tel No: (021) 404-2092
 : 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 specialty.

POST 20/317 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND OPD)**
 West Coast District

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

CENTRE REQUIREMENTS : Vredenburg Hospital, Saldanha Bay Sub-district
 : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General (R212) or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency (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 Emergency Nursing OR 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 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. Competencies (knowledge/skills): Sound scientific knowledge of Trauma and Emergency nursing. Good interpersonal skills. Computer literacy & report writing skills– able to capture and interpret relevant data. Ability to work independently and in a multi-disciplinary team.

DUTIES : Provision of optimal, holistic nursing care with set standards with a professional/legal framework. Effective utilization of resources. Participation in research activities. Provision of support to Nursing Services. Maintain professional growth/ethical standards and self-development. Provide effective trauma and emergency nursing care to patients.

ENQUIRIES : Ms S Van Wyk Tel No: (022) 709-5079

NOTE : Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty.

POST 20/318 : **PHARMACIST INTERNSHIP (X20 POSTS)**
Chief Directorate: Emergency and Clinical Support Services
(12-Month Contract)

SALARY : R457 836 per annum
CENTRE : Medicine Management, Bloods and Laboratory Services Support (Various Institutions)

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist Intern. Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist Intern. Competencies (knowledge/skills): Knowledge of and ability to comply with applicable Pharmacy legislation and National and Provincial Health Policies. Ability to work accurately under pressure and maintain a high standard of professionalism. Good interpersonal and communication skills. -Computer literacy.

DUTIES : Leadership by demonstrating initiative in addressing problems. Provision of Pharmaceutical Care, including prescription evaluation, dispensing of medication and provision of information to ensure patient compliance and therapeutic success. Effective medicine supply management to ensure safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Adherence to policies, procedures and expenditure control. Assist with the training, education and development of pharmacy staff and other healthcare workers, and promotion of public health. Quality Management by demonstrating compliance with Regulated Norms and Standards, Occupational Health and Safety control and good pharmacy practices. All duties will be performed under the direct supervision of a pharmacist.

ENQUIRIES : Mr L Liddell, Email: Leonard.Liddell@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. All short-listed candidates will undergo a technical competency test. All applicants are to submit the following. 1. A cover letter which indicates 5 institutions of preference, but the applicant may be placed at other institutions depending on availability. If the applicant does not select 5 institutions their application will not be considered. 2. A comprehensive CV with referral letters from 3 referees. 3. Certified copies of Matric Certificate, Identity Document, University academic record for the 3 years of study and South African Pharmacy Council (SAPC) student registration certificate. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. This concession is only applicable on health professionals who apply for the first-time registration. The interviews will take place via MS Teams. Accommodation during internship will not be provided.

POST 20/319 : **DIETICIAN GRADE 1 TO 3**
Garden Route District

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

CENTRE : Harry Comay Hospital, George Sub-District

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with a professional council: Registration with Health Professions Council of South Africa (HPCSA) as a Dietician. Experience: **Grade 1:** None after registration with HPCSA as a Dietician in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Dietician 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 Dietician in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Dietician 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 Dietician in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willingness to drive to Health facilities in the Garden Route District. Willingness to work overtime when needed. Competencies (knowledge/skills): Possess strong clinical knowledge and skills, particularly in managing disease-specific nutrition support for conditions like HIV/AIDS, TB, malnutrition, and maternal-child health. Be proficient in therapeutic dietary interventions and nutrition counselling while effectively communicating with patients, families, and healthcare teams. Organizational competence is essential, as the role involves managing clinical, outreach, and administrative tasks, as well as training and mentoring junior colleagues. Adaptability and problem-solving skills are key to navigating resource-limited environments. Leadership abilities, especially in managing clinic operations, when necessary, combined with a commitment to continuous professional development, round out the essential competencies for this role.

DUTIES : Provide therapeutic nutrition treatment and counselling for various conditions such as CDL, HIV/AIDS, TB, malnutrition, and maternal-child health. Promote breastfeeding, ensure compliance with MBFI/YCF protocols, and support micronutrient malnutrition control through outreach services and local clinics. The role will involve coordinating off-site dietetic services, collaborating with specialists, and leading nutrition education and health promotion campaigns. Additionally, you will support food service management, document patient care, complete administrative tasks, and actively participate in professional development. Also assist the clinical manager in maintaining smooth clinic operations.

ENQUIRIES : Dr TS Ackerman Tel No: (044) 814 - 1024

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

POST 20/320 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC) (X2 POSTS)**

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 Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as an Diagnostic Radiographer in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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 Diagnostic Radiographer in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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 as a Diagnostic Radiographer in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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: Will be required to perform after-hours and night duties, including weekends and Public Holidays. Competencies (knowledge/skills): Knowledge and experience of theatre, mobile, fluoroscopy and general radiography, computerized tomography and magnetic resonance imaging. Appropriate experience in a busy general department with knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Knowledge of Patient Archiving and Communication Systems. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills, the ability to work under pressure and independently and in a team.

DUTIES : Be responsible for the provision of a patient-centred radiographic imaging service over a 24-hour period, including risk management. Identify and perform the most appropriate diagnostic images of high quality, be responsible for self-development as well as training of staff and students. Ensure optimal care of equipment, quality assurance and use of suitable radiation protection. Provide support to the Chief and Assistant Director regarding day to day activities.

ENQUIRIES : Ms N Behardien-Peters Tel No: (021) 404-4187
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 20/321 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
 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 : Valkenberg 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. 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 in MS Word, Excel and PowerPoint.

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
NOTE

- : Ms. A Gamiet Tel No: (021) 826-5813
- : 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 20/322

- : **SENIOR ADMINISTRATIVE OFFICER: RECORDS MANAGEMENT COMPLIANCE**
Directorate: Health Intelligence
Sub-directorate: Records Management

SALARY
CENTRE
REQUIREMENTS

- : R413 001 per annum
- : Swartland District Office, Malmesbury
- : Minimum educational qualification: Appropriate three-year National diploma or Degree. Experience: Appropriate experience in records and information management administration. Appropriate Electronic Document and Records Management System (EDRMS) experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel extensively (Western Cape Province), to drive a government vehicle and overnight when required within the district. Completed Records Management course provided by Western Cape Archives and Records Service (WCARS). Competencies (knowledge/skills): Extensive knowledge and application of Records Management compliance with National and Provincial policies and guidelines. Strong organisational and administrative capability with excellent attention to detail and analytical thinking. Sound experience in records management, compliance auditing, and governance practices. In-depth knowledge of records management legislation and frameworks, including PAIA, POPIA, Archives Act, and the National Health Act. Proficiency in health records and information systems (e.g. PHCIS, SPV, Clinicom, NHLS advantageous). Advanced computer literacy, including MS Office and electronic records/document management systems (EDRMS/ECM). Strong project management, planning, and coordination skills. Ability to analyse information, conduct basic research, and produce high-quality reports. Excellent stakeholder engagement, interpersonal, and communication skills (written and verbal). Demonstrated training, facilitation, and presentation capability. Ability to manage multiple priorities, meet deadlines, and perform effectively under pressure. Ability to work collaboratively across functions (transversal environment) while maintaining accountability.

DUTIES

- : Compliance monitoring and evaluation of records and information management practices across the West Coast District. Conduct facility and district compliance assessments using approved tools and Assess adherence to PAIA, POPIA, National Archives Act, and departmental policies, procedures, and SOPs. Identify compliance gaps and develop, implement, and track remedial action plans. Compile analytical reports (weekly, monthly, quarterly, annual) on compliance outcomes. Develop dashboards, statistical reports, and compliance insights. Present findings, risks, and recommendations to management through formal reports and presentations. Support internal and external audit processes (e.g. AGSA, WCARS, Departmental, National, Operational). Ensure audit readiness and availability of accurate supporting evidence. Coordinate, track, and report on responses to audit findings. Records Management Systems & Policy Implementation. Support the development, review, and implementation of records management policies, procedures, and tools. Ensure effective management of physical and electronic records across the Department. Maintain standards in accordance with approved file plans and records control schedules. Support and coordinate compliance with PAIA processes, including management of requests and stakeholder engagement. Ensure alignment with POPIA requirements in all

records and information management activities. Disposal, Archiving & Retention Management. Facilitate and monitor the archiving and lawful disposal of records in accordance with approved disposal authorities. Ensure accurate application of retention periods and proper documentation of disposal processes. Facilitate and Training, Awareness & Capacity Building within the District to strengthen records and information management compliance. Facilitate training, awareness programmes, and interventions on records and information management. Provide ongoing support to business units to improve compliance and strengthen records management practices.

ENQUIRIES : Ms R Pretorius-Hattingh Tel No: (021) 483-4684
NOTE : No payment of any kind is required when applying for this post.

POST 20/323 : **ARTISAN FOREMAN GRADE A (TECHNICAL SERVICES)**
 Chief Directorate: Metro Health Services

SALARY : Grade A: R397 329 per annum
CENTRE : Metro TB Hospital Complex
REQUIREMENTS : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: 5 years' experience as an Artisan after obtaining the trade test certificate. Inherent requirements of the job: Valid code B/EB driver's license. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety. Good communication (verbal and written) and interpersonal skills. Sound knowledge of managing a workshop, staff members and maintenance facets. Computer literacy (MS Word and Excel).

DUTIES : Effectively manage the Maintenance department. Develop the staff of the Maintenance department. Responsible for production work in different fields i.e. electrical, plumbing, painting, carpentry and ensure tasks are performed according to OHS Act, and to applicable norms and standards. Plan and design new installations and alterations. Meet with assigned contractors and as well as monitor progress of projects. Ensure the efficient maintenance of hospital equipment. Drafting of maintenance plans for equipment and ensure that the equipment is serviced as per schedule.

ENQUIRIES : Mr CJ Van Houten Tel No: (021) 508-8333
NOTE : No payment of any kind is required when applying for this post.

POST 20/324 : **SOCIAL WORKER GRADE 1 TO 4**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R338 208 per annum
 Grade 2: R413 004 per annum
 Grade 3: R496 668 per annum
 Grade 4: R608 859 per annum

CENTRE : Klipfontein/Mitchells Plain Substructure Office
REQUIREMENTS : Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as Social Worker with SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as Social Worker with SACSSP. **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as Social Worker with SACSSP. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Provide an after-hour service over weekends and public holidays. Willingness to work in any department in the community health centre and counselling of patient defaulters. Competencies (knowledge/skills): Knowledge of the psycho-social implications and therapeutic skills regarding illness and disease. Good administrative and computer literacy skills. Knowledge and experience in crisis intervention work.

DUTIES : Specialist service delivery in designated clinical area. Maintain a proper Administration system. Effectively manage the physical resources. Education and training of professional self, staff and students and research.

ENQUIRIES : Ms R Hull Tel No: (021) 370-5000
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). Candidates will be subjected to a written/practical and oral assessment.

POST 20/325 : **INDUSTRIAL TECHNICIAN GENERAL ENGINEERING PRODUCTION (MEDICAL GAS)**

SALARY : R338 106 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: National Diploma or equivalent (T- or N- or S- Stream) in Electrical Engineering Mechanical or Electromechanical fields or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Experience: Appropriate/recognisable experience in the area after obtaining the relevant minimum educational qualification. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to do maintenance to Medical Gas, Gas and Compressor Infrastructure Computer literacy with the ability to write Specifications. Multitask and skills in Project Management and Medical Gas Field.

DUTIES : Provide planning for the Medical Gas Division and the equipment maintenance under the Medical Gas Division's control. Collect, log, and track repair requisitions. Assist in ordering and controlling the workshop materials, gasses and tools. Manage all contractors, contracts and liaise with Engineering. Keep record of all repairs and perform the necessary administrative functions. Liaise with all relevant personal in ensuring Groote Schuur Hospital is within regulations and with service providers and agents to manage quotations and maintenance. Liaise, evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment.

ENQUIRIES : Mr R van Schalkwyk Tel No: (021) 404-6289 or Mr D Smith Tel No: (021) 404-3163

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

POST 20/326 : **PERSONAL ASSISTANT**
 Chief Directorate: Supply Chain Management

SALARY : R338 106 per annum
CENTRE : Head Office, Cape Town (Office of the Chief Director: Supply Chain Management).

REQUIREMENTS : Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of competition should be provided). Qualification on a higher level may also be accepted on condition that the subjects of the qualification align to the functions as per the attached job description. Experience: Appropriate experience in rendering secretarial and/or administrative support services to management or senior management. Inherent requirements of the job: Willingness to travel. Willingness to work after hours. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Secretarial & Office Management. Document, presentation and spreadsheet compilation. Advanced knowledge in MS Excel, MS Word, MS PowerPoint, MS Outlook, MS Teams. Excellent interpersonal and administrative organisational skills. Project Management. Presentation and report writing. Ability to function in a team. Ability to interact with people at all levels of society. Ability to analyse numbers and read reports.

DUTIES : Render a secretarial/office management service to the manager (front office management, typing, filing, excel reports/graphs, drawing up PowerPoint presentations, etc.). Provide diary management and meeting support to the manager (arrange meetings and travel arrangements, taking minutes, collation of documents, etc.). Provide administrative support to the manager (collate/compile reports, manage leave registers, co-ordinate training, etc.). Provide finance & supply chain support to the manager (processing of claims, procurement of standard items, management of petty cash). Supports the manager with the administration of the manager's budget.

ENQUIRIES : Ms R van Heerden, email: Rentia.vanHeerden@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post. A competency test will form part of the interview process. The person appointed to this position will be subjected to security clearance and the signing of a performance agreement and an employment contract.

POST 20/327 : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN**
Chief Directorate: Metro Health Services

SALARY : R338 106 per annum
CENTRE : Metro TB Hospital Complex
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA'S) of the post. Experience: Appropriate experience in financial and expenditure management. Competencies (knowledge/skills): Sound Knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Accounting Officer's System of the Department of Health. Computer literacy (MS Word, Excel, and PowerPoint).

DUTIES : Authorising of payments on the BAS and Logis systems. Compliance Monitoring including adherence to policies and feedback to Internal Control Audit Findings. Maintenance and Clearance of Asset and Liability Accounts. Managing Revenue and Petty Cash Administration. Compilation of Annual Financial Statements, In Year Monitoring (IYM), Leases and 30 Day Payment Reporting. Human Resource Development and Management. Support to Supervisor and Finance Component.

ENQUIRIES : Ms P Sandile Tel No: (021) 508-7410
NOTE : No payment of any kind is required when applying for this post.

POST 20/328 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Chief Directorate: Rural Health Services

SALARY : R338 106 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum Education qualification: Senior Certificate or equivalent. Experience: Appropriate experience in healthcare support services. Inherent requirements of the job: Valid Code B/EB driver's license. Willingness to do standby and work overtime. Competencies (knowledge/skills): Computer literacy and thorough knowledge of computer systems (MS Office, Logis). Good organizational and administrative skills. Good decision making and conflict management skills. Working knowledge of support services management. Ability to extract, analyse and compile reports from systems.

DUTIES : Supervise and maintain acceptable standards of quality of services delivered by the Support Services components (Transport, Registry, Switchboard, Porters, Residence and Recreational areas). Efficient and cost effective monitoring, evaluation and reporting of monthly expenditures against allocated budget. Supervise support staff, manage leave and performance, and ensure compliance with HR policies and disciplinary procedures. Effective and efficient support within Support Services. Effective and efficient administration of the services. Ensure relevant policy implementation and compliance (Occupational Health & Safety, Ideal Hospital Framework, National Core Standards, etc) at the Hospital.

ENQUIRIES : Ms G Piet Tel No: (023) 348-1125
NOTE : No payment of any kind is required when applying for this post.

POST 20/329 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X5 POSTS)**
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 : Nyanga CDC
Gugulethu CHC (X2 Posts)
Hanover Park CHC
Heideveld CDC

<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 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 General 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 with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work shifts, night shift and overtime when requested. Willingness to rotate within the facility and assist with other clinics in the Sub-structure when there is a need. Competencies (knowledge/skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem solving and decision-making. Report writing skills. Health promotion and team building. Good interpersonal skills.
<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 NOTE</u>	:	Ms P Mqgaliso Tel No: (021) 831-0882
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Candidates will be subjected to a written/practical, and oral assessment.
<u>POST 20/330</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	:	Grade 1: R275 340 per annum Grade 2: R318 666 per annum Grade 3: R343 761 per annum
<u>CENTRE REQUIREMENTS</u>	:	Swartland Hospital, Swartland Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A qualification that allows registration with the SAPC as a Pharmacist Assistant (Post Basic) Institutional or Pharmacist Assistant (Post Basic, as required by the training facility and the South African Pharmacy Council (SAPC). Registration with a professional council: Registration with the SAPC registration as a Pharmacist Assistant (Post Basic) (Institutional) or Pharmacist Assistant (Post Basic). Experience: Grade 1: None after registration as Pharmacist's Assistant (Post Basic) with the SAPC. Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to perform regular after hour duties. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Knowledge with JAC/WellSky dispensing system. Time management, strategic planning, prioritizing of tasks.
<u>DUTIES</u>	:	Effective control of Pharmaceutical stock. Ensure effective Pharmaceutical Care (Dispensing) including the Chronic Dispensing Unit within the Sub

		District. Assist with collection of Pharmacy Data and recordkeeping. Promote and assist with optimal Pharmaceutical Advisory Service with the relevant multi-disciplinary teams. Ensure effective Quality of Health Service.
<u>ENQUIRIES</u>	:	Mr G Hermanus Tel No: (022) 487-9252
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test and/or 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.
<u>POST 20/331</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	Grade A: R253 341 per annum Grade B: R297 249 per annum Grade C: R345 342 per annum
<u>CENTRE</u>	:	Metro West, Zwaanswyk Mobile Workshop, Station Road, Retreat
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate (Carpentry). Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
<u>DUTIES</u>	:	Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of building projects/repairs at hospitals and health institutions. Maintain and repairs of buildings and equipment at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisan with their duties.
<u>ENQUIRIES</u>	:	Mr D Bosman Tel No: (021) 715-5921
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 20/332</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (PAINTING)</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	Grade A: R253 341 per annum Grade B: R297 249 per annum Grade C: R345 342 per annum
<u>CENTRE</u>	:	Metro West, Zwaanswyk Mobile Workshop, Station Road, Retreat
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate in Painting. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB, manual) and willing to travel throughout the Western Cape. Perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Sound knowledge of the SANS 10400 Building Regulation.
<u>DUTIES</u>	:	Perform necessary administrative functions, train and supervision of subordinates. Control over tools and materials. Maintenance and repairs by painting, glazing, and spray- painting of hospital buildings. Emergency breakdowns (including afterhours repairs). Planning and décor of new installations and alterations.
<u>ENQUIRIES</u>	:	Mr D Bosman Tel No: (021) 715-5921
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 20/333</u>	:	<u>ADMINISTRATION CLERK: SCM (ACQUISITION MANAGEMENT) (PROCUREMENT) (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management. Appropriate experience and knowledge in Public Sector Procurement and Supply Chain Management Processes and Procedures. Competencies (knowledge/skills): Ability to work under pressure. Good communication skills (verbal and written). Computer literacy and have knowledge of related procurement systems, SYSPRO, EPS, ESL Knowledge and understanding of relevant acquisition management legislation and regulations. Knowledge of SCM framework, AO System, Provincial Treasury Instructions, Practice Notes and Delegations issued in terms of section 44 of PFMA.

DUTIES : Sourcing of Quotations for Goods and Services via the EPS i.e., Buyouts, mini contracts, staggered orders and procuring from contracts to ensure adequate supply of stock. Preparation of Quotation Batches for the Quotation Committee. Processing and expediting of Purchase Orders. Communication/Follow-ups and Feedback with Suppliers and End-users. Be an active member of the innovation team within SCM to improve on processes and work methods.

ENQUIRIES : Mr JK Pypers Tel No: (021) 404-2338

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

POST 20/334 : **ADMINISTRATION CLERK: SUPPORT (SUPPORT SERVICES)**

SALARY : R237 453 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate office administration experience. Competencies (knowledge/skills): MS Office Computer intermediate literacy (MS Word/ Excel/ Powerpoint). Computer skills (MS Office, Excel, and Word- databases, pivots, formatting, graphs, writing skills and typing). Report writing skills, Analysing skills. Telephone etiquette. Organising and interpersonal skills.

DUTIES : Render an office management support service to the Deputy Director: Support Services and Estate Management that oversees Food Management; General Support Services; Security and Estate Support, Environmental Hygiene and Cleaning Services, as well as Facility/Property Management that include information w.r.t infrastructure projects on the estate. Responsible for organising the diary of the Manager that include scheduling meetings, managing, organising and filing documents for the Manager. Scan submissions and documents received for accuracy, re-direct where necessary/ ensure compliance before presenting to the manager to signs off. Build relations between components, stakeholders and Management. Organise diary by prioritizing overlapping meeting requests and arranging secunda, if necessary. Request documents from line managers required to meet deadlines on behalf of Deputy Director: Support Services. Assist with any other adhoc requests as and when the need arise pertaining support services. Manage the office in absence of the Deputy Director: Support Services. Type minutes of meetings, distribute minutes for meetings as required and relief at the office of the Director: Finance, when applicable.

ENQUIRIES : Ms A du Plessis Tel No: (021) 938-4413

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

POST 20/335 : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Chief Directorate: Financial Accounting

SALARY : R237 453 per annum

CENTRE : Head Office, Cape Town, (Finance Section: Payments)

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 (KPA's) of the post. Experience: Appropriate experience in Finance Department. Inherent requirements of the job: Willingness to rotate with the Finance Section and relieve colleagues. Competencies (knowledge/skills): Strong sense of confidentiality and trustworthiness. Good written and communication skills. Computer literacy (MS Office: Word, Excel,

PowerPoint, email). Relevant knowledge, skills, and experience in processes, procedures, prescripts and legislative framework, PFMA, NTR and PTI, and the Accounting Officer's System of the Department of Health, including delegations. Knowledge and experience of LOGIS and BAS. In-depth knowledge of SCOA codes and reports on LOGIS and BAS. Knowledge and experience in Supplier Reconciliation. Working knowledge of ledger accounts and debt. Ability to analyse and provide solutions to problems. Good interpersonal and organisational skills.

DUTIES : Provide a financial administrative service and overall management of activities within the office. Effectively and efficiently monitored accounts for the department. Render an effective and efficient Sundry Creditors payment function. Render an effective capturing and pre-authorisation of payments on the Logis system. Maintain and capture inter-departmental claims. Capture credit notes and disallowances. Check and verify payment segments as listed in the SCOA list. IFS & AFS Financial Reporting. Support to State Accountant.

ENQUIRIES : Mr U Filander Tel No: (021) 483 6754 or email: Ulrich.Filander@westerncape.gov.za

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

POST 20/336 : **STAFF NURSE GRADE 1 TO 3 (X7 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE REQUIREMENTS : Klipfontein / Mitchells Plain Sub-structure (Various institutions)
Minimum educational qualification: Qualification that allows registration with SANC as an Enrolled Nurse. Registration with a professional council: Registration with the South African Nursing Council as an Enrolled Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years recognisable nursing experience as an enrolled nurse after registration with the SANC. **Grade 3:** A minimum of 20 years recognisable experience as an enrolled nurse after registration with the SANC. Inherent requirement of the job: Willingness to work night duty, weekends and public holidays as well as overtime. Willingness to rotate within the facility and assist with other clinics in the Sub-structure when there is a need. Competencies (knowledge/skills): Ability to interpret basic clinical signs and symptoms. Knowledge of Nursing Practices and IPC, control measures and practices. Ability to lift and turn patients, stand long hours and lift heavy equipment. Good communication skills. Basic Computer Literacy. Self-discipline.

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

ENQUIRIES : Ms S Patel-Abrahams Tel No: (021) 370-5000

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 20/337 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Cape Winelands Health District

SALARY : R237 453 per annum

CENTRE : Robertson Hospital, Langeberg Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject. Experience: Appropriate experience of Asset Management and Warehousing within the public or private environment. Working experience in Procurement (eProcurement System). Inherent requirements of the job: The person must be willing to rotate within Supply Chain Management. The person will be responsible to travel within the Langeberg sub-district to perform Asset Management functions. Valid driver's licence. Competencies

(knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook (e-mail). Knowledge of the AOS, PFMA, Finance Instructions, Provincial Treasury Instructions and National Treasury Regulations. Knowledge and experience of LOGIS (Logistical Information System).

DUTIES : Responsible for demand and acquisition management functions. Perform duties related to Electronic Procurement System processes and compliance. Prepare bidding templates and relevant documentation to present at Quotation Evaluation Committee. Perform various tasks related to procurement processes and compliance. Effective maintenance of assets and systems of the asset register. Regular follow-up on outstanding orders. Perform and assist with Interim and Annual Financial statement reporting and financial year end tasks. Ensure compliance to all relevant laws and prescripts related to the Supply Chain Asset and Warehouse Management duties.

ENQUIRIES : Mr H Wiese Tel No: (023) 626-8522

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

POST 20/338 : **DENTAL ASSISTANT GRADE 1 TO 2 (X2 POSTS)**

Chief Directorate: Metro Health Services

SALARY : Grade 1: R225 777 per annum

Grade 2: R262 953 per annum

CENTRE : Mitchells Plain Community Health Centre

Heideveld Community Day Centre

REQUIREMENTS : Minimum educational qualification: Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Registration for 2026/2027 as Dental Assistant with the HPCSA. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as a Dental Assistant. **Grade 2:** A minimum of 10 years appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as a Dental Assistant. Inherent requirement of the job: Valid Code B/EB driver's licence. Willingness to work overtime and weekends if needed. Competencies (knowledge/skills): Knowledge of patient preparations and dental instruments. Knowledge of the National Oral Health Policy, National Norms, Standards and Practice guidelines for Primary Oral Health Care, Occupational Health & Safety Act.

DUTIES : Optimal assistance with dental treatment at Oral Health facilities. Efficient and effective management of clinic, statistics and stock. Ensure quality of care. Train and continuous professional development.

ENQUIRIES : Dr Z Hassen-Mia Tel No: (021) 392-8173

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

POST 20/339 : **FOOD SERVICES SUPERVISOR**

Chief Directorate: Metro Health Services

SALARY : R201 093 per annum

CENTRE : Karl Bremer Hospital, Northern/Tygerberg Sub-structure

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std. 7) or equivalent qualification. Experience: Appropriate supervisory experience in a large-scale Hospital Food Service environment. Inherent requirements of the job: Willingness to work shifts, weekends, and public holidays if it is required. Competencies (knowledge/skills): Knowledge of hygiene and safety procedures in an industrial Food Service Unit. Problem solving, decision making and time management skills. Computer literacy and the ability to create spreadsheets, word documents and presentations in

		Microsoft Office. Knowledge and skills regarding supervising the operation of an industrial Food Service Unit.
<u>DUTIES</u>	:	Supervise operational food services and the milk kitchen. Supervise hygiene and occupational health and safety. Supervise the maintenance and control of equipment. Supervision of staff. Support Financial Management (saving measures, stock levels, recordkeeping).
<u>ENQUIRIES</u>	:	Ms CN Cornelius Tel No: (021) 834-5897
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 20/340</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R181 230 per annum Grade 2: R211 401 per annum Grade 3: R249 141 per annum
<u>CENTRE</u>	:	Heideveld Community Day Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the South African Nursing Council (SANC) as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with the South African Nursing Council (SANC). Inherent requirement of the job: Willingness to work shifts, night shift and overtime when requested. Competencies (knowledge/skills): Provision of Quality Nursing Care to health care users. Appropriate experience in a Health environment.
<u>DUTIES</u>	:	Provide quality basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which includes Patient Hygiene, Nutritional Status, mobility and elimination needs. Maintaining professional growth, Ethical Standards and Self-development. Record keeping. Support to supervisor and colleagues by team participation. Maintain a degree of professionalism in the execution of duties.
<u>ENQUIRIES</u>	:	Ms R Bantam Tel No: (021) 833-0661
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 20/341</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (CHRONIC WARD 1 (30) (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R181 230 per annum Grade 2: R211 401 per annum Grade 3: R249 141 per annum
<u>CENTRE</u>	:	West Coast TB Centre, (Sonstraal Transitional Care Hospital and Chronic Ward Sonstraal)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years' appropriate/ recognisable experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Must be prepared to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work under pressure. Willingness to rotate between Wards according to Operational needs. Competencies (knowledge/skills): Ability to function / make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge of

- relevant nursing legislation, policies and protocols of the Department of Health, Western Cape. Ability to accept accountability and responsibility.
- DUTIES** : Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Effective functioning within multi-disciplinary team. Effective utilisation of resources.
- ENQUIRIES** : Ms N Liebenberg Tel No: (021) 837-8088
- 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 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 20/342** : **TRADESMAN AID (MECHANICAL)**
Directorate: Engineering and Technical Support Services
- SALARY** : R170 226 per annum
- CENTRE** : Metro West, Zwaanswyk Mobile Workshop, Station Road, Retreat
- REQUIREMENTS** : Minimum educational qualification: Grade 10 or equivalent certificate. Experience: Appropriate experience within the mechanical field. Inherent requirement 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.
- DUTIES** : Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after hours' repairs). Assist with the installation of plant, equipment and alterations. Clear areas where work has been carried out. Ensure that tools and material are available when needed. Assist the Artisans in the execution of their duties.
- ENQUIRIES** : Mr D Bosman Tel No: (021) 715-5921
- NOTE** : No payment of any kind is required when applying for this post.
- POST 20/343** : **TRADESMAN AID (PAINTING) (X2 POSTS)**
Directorate: Engineering and Technical Support Services
- SALARY** : R170 226 per annum
- CENTRE** : Metro East Hub (Station Road, Retreat)
- REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience within the painting and building field within a workshop environment. Inherent requirement 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. Sound Knowledge of mainly in Building related trades, like: (Carpentry, Plumbing, Painting and Building).
- 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 D Bosman Tel No: (021) 712- 7861
- NOTE** : No payment of any kind is required when applying for this post.
- POST 20/344** : **PORTER**
Chief Directorate: Metro Health Services
- SALARY** : R144 024 per annum
- CENTRE** : Gugulethu Community Health Centre
- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate Porter experience in a public health facility. Inherent requirement of the job: Willingness to work shifts, including nightshift, weekends and Public Holidays. Willingness to handle corpses (deceased bodies). Willingness to work overtime when required. Must be of sober habits, physically fit to lift patients/corpses from/onto beds, trolleys, vehicles, wheelchairs and heavy equipment.

Willingness to cover shifts in absence of colleagues. Competencies (knowledge/skills): Good interpersonal and communication skills. Knowledge of safe infection prevention methods. Ability to work under pressure, unsupervised, and in a team context.

DUTIES : Deliver specimens to laboratories and ensure a safe and hygienic work environment. Check and replace gas cylinders in wards/Oxygen bank/treatment areas and assist with shifting of medical equipment to and from rooms. Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Take responsibility for the transportation of corpses from wards to the mortuary and perform relevant duties in the mortuary which include mortuary registers. Safe transport of patients on trolleys and wheelchairs to and from different departments/wards and assist with loading of patients in/out of ambulances/vehicles. Responsible for the cleanliness of trolleys, wheelchairs, and working areas and report any defects to trolleys/wheelchairs to the supervisor and reply to requests from wards/clinics.

ENQUIRIES : Mr M October Tel No: (021) 816-8631

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

POST 20/345 : **HOUSEHOLD AID**
West Coast District

SALARY : R144 024 per annum

CENTRE : Vredenburg Hospital, Saldanha Bay Sub-district

REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirements of the job: Ability to do physical hard work and stand for long hours. Willingness to relieve in other departments when required. Willingness to work shifts, weekends, night-duty, and overtime. Competencies (knowledge/skills): Good interpersonal skills. Good verbal, as well as written communication skills. Appropriate knowledge with the use of the cleaning equipment, cleaning materials and cleaning detergents and stock.

DUTIES : Oversee general cleaning tasks to ensure clean and hygienic environment that complies with hygienic, occupational health and safety and infection control and prevention standards. Execute household tasks in respect of food services. Assist with effective utilization of resources, control of cleaning, household items, linen and stock. Render support services to nursing via OPM and contribute to domestic outcomes being met. Effective and efficient waste management. Maintain professional growth, ethical standards, and self-development.

ENQUIRIES : Ms S Van Wyk Tel No: (022) 709-5079

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

DEPARTMENT OF INFRASTRUCTURE

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 : 06 July 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 20/346 : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): ROUTINE MAINTENANCE REGION 2 (OUDTSHOORN) REF NO: DOI 54/2026**

SALARY CENTRE REQUIREMENTS : Grade A: R471 720 - Grade C: R717 846 per annum, (OSD as prescribed).
: Department of Infrastructure, Western Cape Government
: Bachelor of Technology in Civil Engineering (B Tech) or relevant qualification; Three years post qualification Engineering Technologist experience required; Compulsory registration with ECSA as a Professional Civil Engineering Technologist; A valid driving licence. Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.

DUTIES : Provide technological advisory services: Support Engineers, Technicians and associates; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES : Mr X Smuts Tel No: (044) 272 6071 or (076) 036 2805

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 : 06 July 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. 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

MANAGEMENT ECHELON

POST 20/347 : **DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING REF NO: LG 13/2026**

SALARY : R1 317 384 per annum (Level 13), all-inclusive salary package. Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund.

CENTRE REQUIREMENTS : Department of Local Government, Western Cape Government
: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Monitoring and Evaluation or Public Management or related; A minimum of 5 years relevant middle/senior management experience in a monitoring and evaluation or related environment; A valid code B driving licence; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Note: A requirement for appointment at Director level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices relating to this portfolio; Constitutional, Institutional and Development circumstances of municipalities in the Western Cape; Monitoring and Evaluation legislation, guiding manuals and frameworks; Strategic Management processes including strategic planning and performance management within government including inter-sphere and cross sector planning; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Policy formation; Ability to interpret and apply relevant policies and procedures; Ability to analyse, promote, facilitate and implement strategic planning; Ability to communicate at all levels and across sectors using various media, stakeholder engagement and to build and maintain working partnerships. The ability to develop dashboards to track municipal performance. Develop strategic and operational reports on the state of local government in the province. Implementation of knowledge management in line with DPSA provisions.

DUTIES : Review and maintain a framework for monitoring all aspects of municipal performance; Manage the process of collection and collation of data; Monitor and evaluate implementation of municipal performance monitoring systems; Assess and analyse data from municipalities to inform support to municipalities; Provide input to national and provincial policy and legislative processes as well as structures regarding performance monitoring of municipalities; Manage the national and provincial municipal excellence awards processes and provide input to the national processes; Provide direction to the components strategic management and give input to the Chief Directorate's strategic planning processes including Municipal ICT and GIS capability; People Management and Empowerment; Financial Management.

ENQUIRIES : Dr. S Greyling Tel No: (021) 483 6126

DEPARTMENT OF THE PREMIER

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CLOSING DATE : 06 July 2026

MANAGEMENT ECHELON

POST 20/348 : **DIRECTOR: PROVINCIAL-WIDE MONITORING AND EVALUATION REF NO: DOTP 62/2026**

SALARY : R1 317 384 per annum (Level 13), all-inclusive salary package. Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund.

**CENTRE
REQUIREMENTS**

: Department of the Premier, Western Cape Government
: An appropriate qualification at NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-entry Programme (Nyukela) before the candidate can be appointed into this post. Competencies: Knowledge of the following: Proven knowledge of and working experience with legislation, regulatory frameworks, policies and best practices relevant to the line functions, including the Public Finance Management Act, National and Provincial Treasury Regulations, of Labour Relations legislation, and other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of public service procedures (processes and systems), governance and administration, and institutional arrangements, including constitutional and legal frameworks, the functioning of the province and activities of sister departments. Proven knowledge and understanding of Data Governance and Artificial Intelligence (AI) policies and frameworks in a government-wide context. Knowledge and understanding of the Government-wide Monitoring Evaluation framework, The National evaluation Policy framework, the Framework for Strategic plans and Annual Performance Plans. Proven knowledge and understanding of programme and project management, performance management and strategic planning processes. Proven knowledge and understanding of procurement and tendering processes, and other financial, human resources and discourse management procedures. Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Skills in the following: Strategic thinking and planning: strong conceptualisation, formulation, planning, and organising skills for complex applications. Leadership and people management: ability to provide thought leadership, build teams, and manage people effectively. Communication and adaptability: excellent communication, persuasion, and influencing skills, with the ability to manage ambiguity, multi-task, and perform under pressure.

DUTIES

: Line Management: Strategic management, enable and guide in respect of a data and evidence system in the following functional areas: Lead the development and continuous improvement of a data and evidence system that enables the reliable collection, management and quality assurance for an interconnected data ecosystem. Develop and maintain an integrated indicator system for measuring and monitoring policy priorities and the broader data development agenda. Develop and maintain core directories of common data sources and a data system for central visualisation and access. Generate, analyse and report data and evidence on development focused indicators that informs government performance results towards outcomes and impact of policy priorities. Ensure alignment with government-wide Monitoring and Evaluation (M&E) frameworks, data governance policies and practices and statistical systems, while maintaining a toolkit of innovative data and evidence methodologies. Lead and coordinate data governance and data and evidence practices as well as stakeholder management across the Western Cape Government (WCG). Strategic Management (including change management): Provide strategic leadership to the Directorate by defining and periodically reviewing its purpose, objectives, priorities and activities, and driving strategic planning and delivery. Lead the development and implementation of the Directorate's strategic and business plans to ensure alignment with priorities and effective management of resources. Monitor compliance and governance, including adherence to relevant legislation and prescripts, and ensure proper record keeping of activities and resources (people, finances and assets). Evaluate and report on Directorate performance against pre-determined and measurable objectives and standards, while fostering a culture of innovation and continuous improvement within the Directorate. Report regularly to the Chief Director on the activities of the Directorate and on matters of substantial operational importance. Perform all duties assigned to the post of Director as required. People Management and Empowerment: Recruit, develop, and retain staff in appropriate numbers and grades to achieve the Directorate's objectives. Motivate, train, and guide employees to achieve excellence in service delivery. Manage performance, evaluation, and development of staff. Oversee workforce planning, capacity building, and service delivery improvement initiatives. Promote sound labour relations and maintain discipline within the Directorate. Financial Management: Manage participation

in the Directorate budgeting process, including Annual and Adjustment Budgets. Assume accountability for efficient, economic, and effective management of the Directorate's budget and expenditure. Ensure adherence to procurement, tender, and contract management requirements. Ensure alignment of expenditure with departmental and strategic objectives. Report on financial matters to the Chief Director and relevant oversight structures. Ensure appropriate risk management controls, asset management, and record-keeping are in place and adhered to.

ENQUIRIES

: Dr. Z Ishmail - Zeenat.Ishmail@westerncape.gov.za

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. All shortlisted candidates, including 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.

POST 20/349

: **DIRECTOR: PROVINCIAL SPATIAL INFORMATION REF NO: DOTP 63/2026**

SALARY

: R1 317 384 per annum (Level 13), all-inclusive salary package. Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund.

CENTRE REQUIREMENTS

: Department of the Premier, Western Cape Government
 : An appropriate qualification at NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-entry Programme (Nyukela) before the candidate can be appointed into this post. Competencies: Knowledge of the following: Proven senior management expertise and practical experience in: Legislation and Governance: Deep understanding of modern systems of governance and public administration, including a thorough understanding of the constitutional, legal and institutional frameworks governing the South African public sector, and the application thereof in the Western Cape Government spatial information priorities. Regulatory Frameworks: The Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Labour Relations legislation, and related financial prescripts, directives and collective agreements, with demonstrated ability to ensure compliance, risk management, and sound governance and Data Governance Frameworks Strategic Management: Policy development, strategic planning, monitoring, and evaluation and review of processes aligned with provincial priorities and government outcomes. Financial Management: Public finance

management, procurement and tendering processes, and human resource and discourse management. People and Performance Management: Comprehensive experience in human resource management, team leadership and performance systems to drive accountability and results. Operational Systems: Public service procedures, performance management systems, and information and knowledge management systems, enabling efficient operations, evidence-based decision-making and continuous improvement. Programme and Project Management: End-to-end programme and project management, including planning, implementation, oversight, reporting and risk mitigation to achieve strategic and operational targets. Contextual Awareness: Strong understanding of global, regional and local political, socio-economic and political dynamics, impacting the functioning of Western Cape and activities of provincial government departments, translating insights into informed strategic advice. Service Delivery and Innovation: Skilled in operational, spatial, and knowledge management systems supporting evidence-based decision-making, efficient operations, and continuous improvement. Skills in the following: Effective communication skills. GIS and Spatial Data Management skills. Strong analytical skills. Spatial Data Governance skills. Strong ability to conceptualise, formulate and demonstrate thought leadership in complex applications. Persuasion and influencing abilities. Leadership, team-building and interpersonal skills. Planning, organising, and people management skills. Proven ability to multi-task, manage ambiguity, and perform efficiently in rapidly changing environments.

DUTIES

: Line Management: Strategic management, advice and leadership in respect of the following functional areas: Develop, implement, and oversee a provincial spatial analysis and Geographical Information Systems (GIS) framework, including provincial norms, standards, and harmonised spatial analysis standards and procedures. Facilitate the integration and alignment of spatial data analysis to support policy development, planning, and decision-making in line with provincial strategic imperatives. Drive advocacy, capacity building, and transversal GIS support to strengthen spatial analysis capabilities across the province. Spearhead strategic partnerships and collaboration with stakeholders across national government, local authorities, and private-sector data users and producers to harmonise spatial data analysis and product development to drive innovation. Strategic Management (including change management): Define, review and drive the purpose, objectives, priorities and activities of the Directorate including the development and management of its strategic and business plans. Evaluate and report on the Directorate's performance against pre-determined objectives and standards, providing regular updates to the Chief Director on important operational matters. Monitor and ensure compliance with relevant legislation and prescripts regarding record keeping of the Directorate's activities and the resources (people, finances and assets) employed. Foster and promote a culture of innovation within the Directorate, and the Department, while diligently performing all assigned duties attached to the post. People Management and Empowerment: Recruit, develop, and retain staff in appropriate numbers and grades to achieve the Directorate's objectives. Motivate, train, and guide employees to achieve excellence in service delivery. Manage performance, evaluation, and development of staff. Oversee workforce planning, capacity building, and service delivery improvement initiatives. Promote sound labour relations and maintain discipline within the Directorate. Financial Management: Manage participation in the Directorate budgeting process, including Annual and Adjustment Budgets. Assume accountability for efficient, economic, and effective management of the Directorate's budget and expenditure. Ensure adherence to procurement, tender, and contract management requirements. Ensure alignment of expenditure with departmental and strategic objectives. Report on financial matters to the Chief Director and relevant oversight structures. Ensure appropriate risk management controls, asset management, and record-keeping are in place and adhered to.

ENQUIRIES
NOTE

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

OTHER POSTS

POST 20/350 : **DEPUTY DIRECTOR: APPOINTMENTS AND COMPENSATION REF NO: DOTP 67/2026**

SALARY CENTRE REQUIREMENTS : R932 292- R1 098 195 per annum (Level 11), all-inclusive salary package
 : Department of the Premier, Western Cape Government.
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Human Resources/Industrial Psychology/ Public Management or related qualification; A minimum of 3-years middle management experience in a human resource management environment. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act. Skills in the following: People Management ; Excellent communication (verbal and written); Ability to cope with repetitive tasks in a highly regulated environment; Ability to analyse, conceptualise and implement policy; Ability to do complex calculations; Advanced proficiency in MS Office, Monitoring, evaluation and reporting, problem solving abilities and strong analytical skills, strong organising and multitasking skills, attention to detail and accuracy, project management skills, proficiency in Excel and presentation software, ability to interpret HR metrics and data to drive informed decision-making and continuous improvement.

DUTIES : Manage staff who perform the following functions: The appointment of nominated candidates on PERSAL; The appointment of contract employees, including contract extensions, developmental programme appointments (e.g. internships); Promotions, transfers within or into the WCG, secondments and acting appointments; Post upgrades, acting appointments and salary matters such as over or under payments; Render compensation management services; Perform managerial tasks with regard to the Sub-directorate which will entail: Participation in the recruitment and selection of staff; Motivate, train and guide staff; Manages the performance, evaluation and rewarding of staff; Monitor information capacity building; Promote sound labour relations; Maintenance discipline; Perform budgetary tasks; Give strategic direction to and manage policy issues with regard to the functions of the component.

ENQUIRIES NOTE : Mr Ben Reddy Tel No: (021) 483 9141
 : 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 20/351 : **ASSISTANT DIRECTOR: PERFORMANCE CONSULTING UNIT REF NO: DOTP 42/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : A qualification at NQF level 6 as recognised by SAQA - A 3 year National Diploma (NQF 6)/Degree in Human Resource Management and/or Industrial Psychology and 5 years or more experience in a Human Resource Management environment. Competencies: Knowledge of the following: Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions: Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Knowledge and understanding of project management; Knowledge of operational management practices; Knowledge and understanding of procurement and tendering processes; Knowledge and understanding of policy development, and operational management, monitoring and review processes; Knowledge and understanding of modern systems of governance and administration; Knowledge and understanding of public service procedures, processes and systems.

DUTIES : Facilitates and administers probation and performance management, communication thereof, training and information dissemination within departments and track performance management events and activities against the performance management timetable of the department and compile regular progress reports; Facilitate, guide and administer the performance agreements, quality assurance, assessments and moderation of Head of Departments and senior managers as well as within; Provide training and assist SMS members and other employees with PERMIS enquires; Provide a performance advisory service, administrative and operational support to people managers and employees for alignment of individual and departmental performance results and liaise with other Departments (provincial and national) on performance management and probation related matters; Provide a performance advisory service and support people managers with performance related consequence management, the management of poor performance, incapacity, incapacity due to ill health, operational incapacity; Regularly provide input, review and update policies, SOPs, methodologies for the Performance Administration and Performance Consulting Unit; Manage and supervise staff. Oversee and quality assure incapacity processes related to poor performance across all employee categories ensuring compliance with policy and best practice; Prepare and manage documentation for review and decision making structures; Compile, verify and submit cases and reports for consideration by relevant authorities; Provide administrative and technical support during review panels, incapacity hearings, and related governance meetings.

ENQUIRIES : Greta Jansen Tel No: (021) 483 2750
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 20/352 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DOTP 61/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : 3-year National Diploma/B-Degree (equivalent or higher qualification) A minimum of 3 years' relevant supervisory-level experience in data management, data quality, and data reporting and data dissemination processes; 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 experience in the following: Performance monitoring, evaluation frameworks, results-based management and Theory of Change for planning; Proficiency in data management and data analytics; Proficiency in data analytics tools and techniques, inclusive of Excel, Power BI and other statistical tools; Attention to detail and commitment to quality assurance in data processes. Skills needed: Report-writing and presentation; Strong problem-solving, analytical, and critical-thinking; Ability to deliver under tight deadlines; Good interpersonal and communication skills for effective stakeholder engagement; ability to work independently and collaboratively in a team environment.

DUTIES : Analysis of performance data: Ensure the quality, accuracy, completeness and reliability of performance data through robust quality assurance processes; Analyse performance data to identify trends, gaps, and improvement opportunities across programmes and service areas; Performance Reviews: Undertake appraisal of performance data to generate robust insights and evidence highlighting gaps and areas of improvement; Support evidence-informed reviews to enhance decision-making, programme effectiveness and overall service delivery improvement; Apply knowledge and understanding of Theory of Change and Logic Models to strengthen programme performance and design; Capacity Building: Build capacity across teams to improve data quality, analytical skills and the effective use of performance information for decision-making; Support a culture of data-driven learning and continuous improvement to enhance service delivery outcomes.

ENQUIRIES : Mr J Barnard Tel No: (021) 483 4569.
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 20/353 : **ASSISTANT DIRECTOR: PERFORMANCE ADMINISTRATION REF NO: DOTP 55/2025 R1**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : A qualification at NQF level 6 as recognised by SAQA - A 3 year National Diploma (NQF 6)/Degree in Human Resource Management and/or Industrial Psychology and 5 years or more experience in a Human Resource Management environment Competencies: Knowledge of the following: Staff Performance Management System; Monitoring and Coaching practices; Human Resource Management; Constitution of RSA; Public Service Act and

Regulations; Employment Equity Act; Basic Conditions of Employment Act; Labour Relations Act; White Paper on Transformation & Batho Pele Principles; White Paper on Service Delivery in the Public Service; Skills Development Act; Human Rights Practices; People Management; Skills Development Strategy of the Public Service; Disciplinary Codes and Procedures; Collective Agreements; SPMS; Public Finance Management Act. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skill(written and verbal);Leadership and Motivation skills; Research skills; Analytical skills; Conceptual, interpretive and formulation skills; Planning and organising skills; Project management skills; Innovative problem solving skills; Conflict resolution skills; Negotiation skills; Influencing skills; Listening skills.

- DUTIES** : Facilitate and administer probation and performance management processes, including communication, training, and information dissemination within departments. Monitor performance management activities against the departmental timetable and compile regular progress reports. Facilitate, guide, and oversee the development and administration of performance agreements, including quality assurance, assessments, and moderation processes for Heads of Department, Senior Management Service (SMS) members, and other employees. Provide training and support to SMS members and employees on PERMIS-related queries and processes. Deliver performance management advisory services, as well as administrative and operational support to people managers and employees, ensuring alignment between individual and departmental performance outcomes. Liaise with provincial and national departments on matters relating to performance management and probation. Contribute to the development, review, and updating of policies, standard operating procedures (SOPs), and methodologies for the Performance Administration and Performance Consulting Unit. Manage and supervise staff within the unit.
- ENQUIRIES** : Mr B Buys Tel No: (021) 4834167

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** : 06 July 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 20/354** : **SOCIAL WORK MANAGER: REGIONAL OFFICE REF NO: DSD 39/2026 (POSTS AVAILABLE AT VARIOUS REGIONS)**
- SALARY** : Grade 1: R1 009 512 – R1 154 271 per annum, (as prescribed by OSD)
Grade 2: R1 200 894 – R1 414 59 per annum, (as prescribed by OSD)
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP.

Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills in the following: Organising and planning; Project planning; Psycho social intervention; Communication and language; People management practices; Conflict management; Interpersonal; Report-writing; Computer literacy; Presentation and facilitation; Problem solving and analytical; Client orientation and customer focus.

DUTIES : Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher level administrative functions.

ENQUIRIES : Ms A van Reenen Tel No: (021) 483 9392

POST 20/355 : **MONITORING PRACTITIONER: OLDER PERSONS REF NO: DSD 55/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Functioning of the Province and the activities of sister departments/related functional areas; Performance management in general; Procurement and tendering processes; 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; Policies of the government of the day; Labour Relations legislation and regulations. Skills in the following: Numeracy; Computer Literacy; Language skills; Project management, basic finance, governance and human resources procedures; Delivering results and meeting customer expectations; Following instructions and procedures; Relating and networking; Writing and reporting; Analysing; Planning and Organising; Working with people; Persuading and influencing.

DUTIES : Provide input into the development of monitoring and review systems; Conduct financial and governance assessments for existing and new Non-profit organisations (NPO's); Monitor and review services rendered by the NPO in line with the Provincial / National policy frameworks; Administer Non-financial data (NFD) process.

ENQUIRIES : Ms V Damon Tel No: (021) 483 4935

POST 20/356 : **EDUCATION OFFICER: EDUCATION REF NO. DSD 72/2025 R1 (POSTS AVAILABLE IN VARIOUS LOCATIONS)**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year post-school qualification; Registration with SACE as a professional educator; A minimum of 3 years experience as an Educationalist/ Educator; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures. Skills needed: Problem solving, sound budgeting, planning, facilitation, influencing and interpersonal relations; Written and verbal communication; Planning and organising; Learning and researching; Relating and networking; Adapting and responding to change; Adhering to principles and values; Analysing.

DUTIES : Implement Educational Programmes at Facilities in Accordance with Curriculum Requirements and Departmental Legislation; Implement facility policies and procedures to enhance safe care/custody and development of residents (MDT, incident reporting, behaviour management, unauthorised articles, etc.); Perform administrative functions; Continuous Professional Development: Keep up to date with new developments in the social work and social welfare fields.

ENQUIRIES : Ms M Jonkerman Tel No: (021) 826 6040

POST 20/357 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 38/2026 (POSTS AVAILABLE AT VARIOUS LOCATIONS)**

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 Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1.

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 programmes (Case work, group work and Community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and Support Social Auxiliary Workers; Continuous Professional Development. Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES : Ms M Swart Tel No: (021) 763 621

POST 20/358 : **ACCOUNTING CLERK: BANKING AND CASH MANAGEMENT REF NO: DSD 42/2026**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior certificate or equivalent qualification. Competencies: Working knowledge of the following: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual); Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS). Skills needed: Written and verbal communication skills; Proven computer literacy; Numeracy skills; Planning and organising skills; Ability to perform routine tasks; Ability to operate office equipment's; Ability to work in a team.

DUTIES : Render Financial Accounting transactions; Receive invoices; Check invoices for correctness, verification and approval (internal control); Process invoices (e.g. capture payments); Filing of all documents; Collection of cash; Perform salary administration support services; Receive salary advices; Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions); Perform bookkeeping support services; Capture all financial transactions; Clear suspense accounts; Record debtors and creditors; Process electronic banking transactions; Compile journals; Receive and capture cash payments..

ENQUIRIES : Ms. Bernadette Dyani Tel No: (021) 483 9448

POST 20/359 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 22/2026 R1 (VARIOUS POSTS AVAILABLE IN VARIOUS LOCATIONS)**

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 : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 1: Grade 10 plus completion of the SAW 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 programmes; 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 20/360 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 40/2026 (X2 POSTS IN SWARTLAND)**

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 SAW 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; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to 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. Skills in the following: Good communication (written and verbal); Proven computer literacy; Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

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 programmes; 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 Koen Tel No: (021) 840 3500

POST 20/361 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (REF NO: DSD 41/2026 (X2 POSTS IN CEDERBERG AND SALDAHNA)**

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 SAW 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; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to 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. Skills in the following: Good communication (written and verbal); Proven computer literacy; Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

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 programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous

ENQUIRIES : professional development; Perform administrative support functions in support of social workers as required of the job.
Ms I Koen Tel No: (021) 840 3500.

WESTERN CAPE MOBILITY DEPARTMENT

MANAGEMENT ECHELON

POST 20/362 : **HEAD OF DEPARTMENT: MOBILITY REF NO: WCMD 10/2026**
5-Year Contract

SALARY : R1 885 710 per annum (Level 15), all-inclusive salary package, plus a 10% non-pensionable HOD allowance. Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund.

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : An appropriate qualification at NQF level 8 as recognised by SAQA. A minimum of 10 years of experience at a senior managerial level. Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-entry Programme (Nyukela) before the candidate can be appointed into this post. Competencies: Knowledge of the following: Technical knowledge and experience in the transport, freight and logistics sectors. Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line function. Proven leadership experience – strong background in the public sector, infrastructure, transport, or urban mobility. Visionary thinking – the ability to develop and execute innovative policies. Collaboration skills – experience working across government and private sectors. Commitment to service delivery – a results driven approach to solving complex challenges. Knowledge of sustainability trends – awareness of global best practices in green mobility. Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of procurement and tendering processes. Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of public service procedures, processes and systems. Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the functioning of the province and the activities of sister departments. Proven knowledge and understanding of the policies of the government of the day. Proven knowledge and understanding of Labour Relations legislation and regulations. Proven knowledge and understanding of performance management in general. Skills in the following: Strategic and conceptual thinking in complex environments. Executive-level advisory and communication skills. Project and programme management. Ability to translate business requirements into technical solutions. Strong leadership, planning, organising, and people management skills. High-level computer literacy and digital workplace expertise.

DUTIES : Line Management: Ensure the delivery of an integrated mobility system in the Western Cape which includes the: Establishment and maintenance of strategic partnerships with the different spheres of government, SOE's, NGO'S and the Private Sector. Strategic coordination and facilitation of the integration of public transport with relevant stakeholders. Strategic planning and rendering of effective services in the different modes of transport. Lead strategic development and implementation of mobility policies and strategies across the province. Ensure the regulation of transport services. Ensure the rendering of effective services with regard to adjudication, issuing and cancelation of operating licenses, registration of public transport entities and members and

the handling of mediation, conflicts and disputes. Manage vehicle administration and licensing. Ensure the rendering of an effective traffic law enforcement service, provision of training to traffic police agencies, provision of education awareness to stakeholders and the development and implementation of District Safety Plans. Champion innovation in public transport, freight and logistics network and road safety strategies Provide government motor transport services. Ensure the rendering of fleet services and ensure effective financial management services for GMT. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Department. Build strong partnerships with national, provincial and local spheres of government, private sector, civil society and international partners. Drive the Departments' strategy. Drive the development and management of the strategic and business plans for the Department. Evaluate the performance of the Department on a continuing basis against pre-determined key measurable objectives and standards. Report to the Provincial Minister on a regular basis on the activities of the Department and on matters of substantial importance relating to Strategic management support. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Department and of the resources (people, finances and assets) employed by it. People Management and Empowerment: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Department's Business Plan. Motivate, train and guide employees within the Department, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Department. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Department. Financial Management: Manage participation in the budgeting process of the Department. Ensure the preparation of the Annual and Adjustment Budgets for the Department. Assume direct accountability for the efficient, economic and effective control and management of the Department's budget and expenditure. Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Department. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Department. Ensure that all spending is aligned with the strategic objectives of the Department. Report to the Provincial Minister and relevant oversight role layers/committees on all aspects of the Department's finances. Assume overall accountability for the management, maintenance and safekeeping of the Departments assets. Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to or the Department. Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards. Drive the reduction of green gas emissions to promote low-carbon transport systems in line with global sustainability goals.

ENQUIRIES
APPLICATIONS

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

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. All shortlisted candidates, including 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.

CLOSING DATE : 06 July 2026

OTHER POSTS

POST 20/363 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING SERVICES (GMT FLEET FINANCE) REF NO: WCMD 41/2025 R1**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree (equivalent or higher qualification) in financial accounting; a minimum of 3 years of supervisory experience in financial accounting or a similar working environment; a valid driving licence (Code B or higher).NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial norms and standards; financial delegations, procedures, and instructions; Standard Chart of Accounts (SCOA). Skills needed: Computer literacy in the MS Office package (Word, Excel, and PowerPoint); written and verbal communication; numerical; systematic approach.

DUTIES : Maintain programmes to maintain the Standard Chart of Accounts (SCOA); Prepare financial reports; Accounting for assets, liabilities, revenue, expenditure, budget statement, disclosure notes and accounting policies; Regulatory, policy, governance frameworks and tactical advice; Change management in operating and systematic processes.

ENQUIRIES : Mr Y Gqamlana Tel No: (021) 467 4792
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>

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.

CLOSING DATE : 06 July 2026

POST 20/364 : **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: WCMD 12/2026**

SALARY : R413 -001 - R486 501 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification) in Internal Auditing; A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Legislative framework governing

the Public Service; Departmental accounting services; Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Financial functions and practices as well as the ability to capture data, operate computer and collate financial statistics. General information support systems such as Oracle and ECM; State accountant duties and practices, as well as the ability to capture data, operate computer and collecting statistics; Working procedures in terms of the working environment; Project management; Public service procedures, processes and systems; Skills needed: Proven computer literacy; Written and verbal communication; Accounting, Finance and audit; Economic, Financial and Statistical Analysis; Legal administration: planning and organising. Problem-solving; report writing, record keeping, and interpersonal relations. Flexibility; Teamwork; Accuracy; Aptitude of Figures; Ability to perform routine tasks; Ability to operate office equipment; Ability to work under pressure; willingness to work irregular hours and meet tight deadlines.

DUTIES : Review processes and procedures to ensure that the Accounting Officer's system of internal control is implemented and maintained in the trading entity. Review processes and procedures to ensure that the Human Resource Delegations are implemented and maintained in the trading entity. Review automated and manual internal control processes and make recommendations for business improvement; Update and maintain input of the Departmental Corporate Governance Implementation Plan for the trading entity. Review the implementation of financial-related systems and procedures during projects. Ensure the integration of governance in relation to financial, accounting, Management Accounting and SCM. Advise on policy, norms and standards and SOP's of the trading entity. Ensure that policies, processes and procedures, norms and standards are maintained Assist with input required by the Western Cape Mobility Department and other bodies related to internal control procedures. Assistance in management of internal and external audit processes.

ENQUIRIES : Ms Y Ismail Tel No: (021) 467 4755.
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>

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.

CLOSING DATE : 06 July 2026

POST 20/365 : **MESSANGER: OFFICE SUPPORT SERVICES REF NO: WCMD 11/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : NQF level 3 (Grade 10 Certificate or equivalent; A valid code B driving license
 Competencies: Numeracy skills; Sound organising skills; Good people skills; Client-oriented and customer focus; Written and verbal communication; Operating Equipment.

DUTIES : Perform messenger functions; Sort and arrange correspondences in the registry; Collect, distribute and circulate correspondences (e.g. mail, parcels, documents and files); Record and control correspondence register; Sort mail, files, documents and parcels; Ensure that items to collect are sealed and addressed; Collect mail, files, documents and parcels from addressor; Deliver mail, files, documents and parcels to addressees; Ensure that the recipients

sign on the delivery book/register; Record contents and physical addresses in the delivery book/register; Perform general office assistant task; Make copies, fax and shred documents.

ENQUIRIES
APPLICATIONS

- : Ms. Shirley Theys Tel No: (021) 467 8729
- : 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

- : 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. 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.

CLOSING DATE

- : 06 July 2026