

**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** : 27 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 23/467** : **ACCOUNTING CLERK: PAYMENTS (ELSENBURG) REF NO: AGR 28/2026**
- SALARY** : R237 453 - R279 708 per annum (Level 05)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification) with Accounting as a passed subject. Competencies: Knowledge of the following: Financial background specifically in Public Sector Finance; Planning and Organising; Computer Literacy; PERSAL (Personnel Administration) and BAS (Basic Accounting System); Relevant legislation, directions and procedures with regard to financial administration and more specifically of: PFMA NTR'S, PTI'S and SCOA Interpretation of policies and procedures; Record keeping procedures. Skills in the following: Good planning and organisational skills; Problem solving and decision making within the field of work; Good communication skills (speaking, writing and reading); Maintain discipline and dealing with conflict; Able to solve financial problems; Routine verbal exchange of information requiring helpfulness and politeness; Computer literacy in MS Office Package (Word, Excel, PowerPoint, Internet, Outlook); Ability to work independently and as part of a team.
- DUTIES** : Record, Check, Verify and capture BAS (Basic Accounting System) payments; Draw BAS (Basic Accounting System) reports, compile and capture journals; Maintain and clear suspense accounts; Cashier functions for the department and the public; Safeguarding of LOGIS (Logistical Information System) payments in storage rooms and Document control.
- ENQUIRIES** : Ms T Gerber Tel No: (021) 808 5031

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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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 23/468** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DEDAT 37/2025 R1**
- SALARY** : R487 197 - R573 897 per annum (Level 09)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government.
- REQUIREMENTS** : A relevant tertiary qualification in Financial Management at NQF level 7 (equivalent or higher); A minimum of 3 years relevant supervisory 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: Financial norms and standards (Public Finance Managements Act, National Treasury regulations, Provincial Treasury Directives etc); Medium-Term Expenditure Framework Budget process and procedures; Principles and Practices of Financial Accounting; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Government Financial Systems. Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Numeracy; Literacy; Management; Customer service; Project Management; Accounting, Finance and Audit; Information Technology; Financial analysis; Presentation/Report writing; People Management; Research.
- DUTIES** : Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes; Budgeting – Coordinate, review, analyse and quality assure the budget preparation process; Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes; Manage the operational processes, resources and procedures associated with the management accounting functions.
- ENQUIRIES** : Mr R le Breton Tel No: (021) 483 9158 /Robert.lebreton@westerncape.gov.za

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 27 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 23/469** : **DEPUTY DIRECTOR: OFFICE OF THE HOD REF NO: CAS 07/2026**
- SALARY** : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management experience. Competencies: Working knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Understanding of project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Understanding of public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills needed: Numeracy; Computer Literacy; Written and verbal communication; Project Management; Accounting/ Finance/ Audit.
- DUTIES** : Ensure the provision of secretariat and operational support services; Ensure the provision of an administrative and general office management support service; Provide support to HOD in the collection of data and execution of research; Ensure the provision of a liaison service by administering parliamentary questions and enquiries; People Management; Financial Management.
- ENQUIRIES** : Mr G Redman Tel No: (021) 483 9501
- POST 23/470** : **ASSISTANT DIRECTOR: DEPARTMENTAL ACCOUNTING SERVICES REF NO: CAS 11/2026**
- SALARY** : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree in Financial Management at NQF level 7 (equivalent or higher); A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act-PFMA); National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); Financial Systems including Enterprise Content Management (ECM); Modified Cash Standards and Accounting Manual for Departments; and Report writing skills. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of a team.
- DUTIES** : Manage the cashier, banking, and electronic payments functions, ensuring the effective safeguarding and management of all source documents, and face-value forms; Manage and ensure quality assurance of transactions processed on BAS and LOGIS, including the verification of payments against approved budgets, the maintenance and loading of BAS entities, and the accuracy, completeness, and compliance of all financial transactions; Oversee and manage all financial reconciliations, including but not limited to bank, petty cash, and creditor reconciliations, ensuring accuracy, completeness, and compliance with organisational policies and financial controls; Ensure the timely processing and payment of creditors in respect of recurring services, to maintain good supplier relationships and uninterrupted service delivery; Monitor and manage the generic finance email inbox, ensuring that all sundry payment-related correspondence, queries, and supporting documentation are attended to promptly and appropriately; Monitor and ensure compliance with relevant policies, procedures, and regulatory requirements relating to transfer payments, identifying and addressing any areas of non-compliance; Maintain accurate, complete, and up-to-date financial records in accordance with

applicable accounting standards, policies, and regulatory requirements, ensuring the integrity, confidentiality, and safeguarding of all financial information and supporting documentation; Maintain accurate and comprehensive transfer payment schedules, ensuring that all transactions are properly recorded, reconciled, and supported for inclusion in the annual financial statements and annual report; Mentor, coach, and develop employees within the division, including managing employee performance, conducting performance evaluations, implementing disciplinary processes where required, and recognising and rewarding employee achievements; Manage and optimise divisional operations while ensuring compliance with health, safety, and wellness standards, fostering a safe, healthy, and productive work environment.

ENQUIRIES : Ms Lynn-Dell Mannel Tel No: (021) 483 9549

POST 23/471 : **ASSISTANT DIRECTOR: SCHOOL SPORT PROGRAMMES REF NO CAS 12/2026**

SALARY : R487 197 - R573 897 per annum (Level 09).
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in a sport development working environment. Competencies: Knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Presentation skills; Networking skills; Written and verbal communication; Stakeholder engagement; Research skills.

DUTIES : Supervise and support the implementation of the School Sport Programme in line with the Western Cape School Sport Strategy, ensuring proper procedures for equipment, attire, and procurement are followed; Coordinate the implementation of regular participation in competition-based inter-school leagues and the reporting thereof; Coordinate the collection of statistics, compile reports, and maintain participant databases to track development; Managerial functions; Facilitate the alignment of curriculum development with code activities while supporting talent identification and development pathways in school sport.

ENQUIRIES : Mr C Meyer Tel No: (021) 483 9530.

POST 23/472 : **ASSISTANT DIRECTOR: REPORTING REF NO: CAS 15/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree in Financial Management at NQF level 7 (equivalent or higher); A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act-PFMA); National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); Financial Systems including Enterprise Content Management (ECM); Modified Cash Standards and Accounting Manual for Departments; and Report writing. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of a team.

DUTIES : Monitor and analyse expenditure of the sub-directorate's approved budget by reviewing expenditure reports, and reporting on spending trends and variances; Develop, maintain, and implement the Interim and Annual Financial Statements (IFS and AFS) Action Plan, ensuring compliance with Modified Cash Standards (MCS) and the Accounting Manual for Departments (AMD); Manage the preparation, quality review, and timely submission of IFS and AFS to Provincial Treasury and the Auditor-General, and coordinate responses to audit queries throughout the audit process; Consolidate and validate financial information, ensuring all figures are supported by complete, accurate, and certified documentation; Review, test, and validate financial reporting templates, accounting policies, formulas, and disclosures to ensure compliance with applicable accounting standards and reporting requirements; Research, analyse, and interpret accounting standards and guidelines updates (MCS and AMD), and provide guidance on the implementation of new or amended financial reporting requirements.

ENQUIRIES : Ms Lynn-Dell Mannel Tel No: (021) 483 9549

POST 23/473 : **SPORT PROMOTION OFFICER: SCHOOL SPORT PROGRAMMES REF NO: CAS 13/2026 (X2 POSTS AVAILABLE IN CAPE WINELANDS & EDEN/GARDEN ROUTE DISTRICTS)**

SALARY CENTRE REQUIREMENTS : R338 106 – R398 277 per annum (Level 07)
: Department of Cultural Affairs and Sport, Western Cape Government.
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification). 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; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems. Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general; National Sport and Recreation Plan. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting/ Finance/ Audit; Presentation; Networking skills; Written and verbal communication; Stakeholder engagement; Research.

DUTIES : Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders
Coordinate the implementation of regular participation in competition-based inter-school leagues and the reporting thereof; Facilitate sustainable capacity development programmes in sport within schools, wards, local areas and districts; Implement sport and recreation programmes in schools, wards and local areas for the development of sport and recreation; Monitor and evaluate compliance with sport and recreation transformational policies; Render administrative functions related to implemented programmes.

ENQUIRIES : Mr M Cottee Tel No: (021) 483 9616

POST 23/474 : **ADMINISTRATION CLERK: SECTION (TRANSPORT) REF NO: CAS 14/2026**

SALARY CENTRE REQUIREMENTS : R237 453 - R279 708 per annum (Level 05)
: Department of Cultural Affairs and Sport, Western Cape Government.
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge and understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Computer Literacy; Planning

- and organisation; Good verbal and written communication; Job Knowledge; Interpersonal relations; Teamwork and Flexibility.
- DUTIES** : Render Transport Administration and Fleet Management Support; Provide supply chain clerical support services within the component; Render general clerical support services such as record, organize and maintain correspondence and data; update registers; enquiries, photocopy, distribute documents, type correspondence, and manage incoming/outgoing document registers and filing; Provide financial administration support services in the component; Provide personnel administration clerical support services within the component.
- ENQUIRIES** : Mr M Opperman Tel No: (021) 483 9719.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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OTHER POSTS

- POST 23/475** : **SPECIALISED PRODUCTION ENVIRONMENTAL OFFICER RECTIFICATION REF NO: EADP 15/2026 (X3 POSTS)**
- SALARY CENTRE** : R518 769 – R717 846 per annum, (OSD as prescribed).
Department of Environmental Affairs and Development Planning, Western Cape Government.
- REQUIREMENTS** : A Honours Degree (4-year B-Degree) in Environmental Management, Natural Science, Social Science, Geographical Science or Conservation Biology; Registration with the Environmental Assessment Practitioners Association of South Africa (EAPASA); already registered or meets the requirements for registration (appointment will be conditional to actual registration with EAPASA by a specified date). A valid code 08 (EB) driving licence. Competencies: Working knowledge and experience of the following: Evaluation of environmental impact assessment and management programmes/ plans, as well as environmental monitoring and auditing; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Knowledge of methodologies and techniques for evaluation of environmental impact assessments; Environmental policies, guidelines, norms and standards; Environmental Management Systems; Constitution of RSA and Constitution of the Western Cape; Principles of environmental management; Relevant policies and procedures of the Directorate/ Department; Public Service Code of Conduct: Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skills (written and verbal).
- DUTIES** : Maintain quality and productivity regarding the efficient and effective processing of section 24G applications; Conduct compliance with section 24G Environmental Authorisations; Provide a support service with regard to environmental comment and advice; Provide a support and mentoring service with regards to Productivity and Quality Management within the component.

- ENQUIRIES** : Ms Z Toefy Tel No: (021) 483 5827
- POST 23/476** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): WASTE MANAGEMENT LICENSING REF NO: EADP 16/2026**
- SALARY CENTRE** : R518 769 – R717 846 per annum, (OSD as prescribed).
: Department of Environmental Affairs and Development Planning, Western Cape Government.
- REQUIREMENTS** : Relevant Honours Degree in Natural or Physical Sciences, Environmental Sciences or Engineering (Preferably Civil Engineering) or related fields; A valid (Code B) driving license; Registered as a Candidate Environmental Assessment Practitioner (EAP) or Registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA):- already registered or meets the requirements for registration and have either already applied for registration or will by a certain date apply for registration (permanent appointment will be conditional to actual registration with EAPASA by a specified date).Competencies: Knowledge of the following: Environmental, general and hazardous waste management; Environmental legislation; Spatial and non-spatial database management; Human resources management (supervision and mentoring); Compliance monitoring and enforcement; Proven computer literacy (Microsoft, MS Word, MS Excel and MS PowerPoint); Basic knowledge in using word-processing and spreadsheet packages through windows; applications and electronic mail. Skills needed: Conducting research and reviewing reports; Facilitation of public engagements; Sound interpersonal and effective communication skills (written and verbal) which include report writing; Ability to communicate effectively and be proficient in at least two of the three official languages of the Western Cape; Data and Information analytical and problem-solving skills; Planning and organizing; Project management.
- DUTIES** : Administer the waste management licensing process through the review and evaluation of waste impact and technical reports and the drafting of waste management licences; Assist with general office management i.e. assist with Financial and Human Resource Management and administration; Ensure compliance monitoring and enforcement of relevant waste management legislation with respect to statutory obligations; Develop, implement and review waste management licensing processes, systems, policy measures and specific projects with regard to waste management licensing; Provide specialist advice and develop policies, legislation, norms, standards, minimum requirements guidelines of geohydrological, geotechnical and technical design aspects of waste management facilities and specific projects with regard to waste management licensing.
- ENQUIRIES** : Mr L McBain-Charles Tel No: (021) 483 2747
- POST 23/477** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): DEVELOPMENT MANAGEMENT (REGION 1 AND 3) REF NO: EADP 17/2026 (VARIOUS POSTS AVAILABLE)**
- SALARY CENTRE** : R518 769 - R717 846 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 valid (Code B) driving licence. Competencies: Knowledge of: Integrated environmental management; applicable environmental legislation and national and Provincial policies; biophysical, social, cultural and heritage and the economic environments; the functioning of comparative ecosystems, social interactions and other environmental aspects; 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

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| | | sectors/fields, e.g., mining, agriculture, water, industry, forward planning, town and regional planning. |
| <u>DUTIES</u> | : | Management of EIA Applications and Directives, including the development of Environmental Authorisations, conditions of authorisations / directives and exemptions; Provision of specialist advice to external clients as well as to staff within the Directorate; Development Management and other Directorates in terms of NEMA and the EIA Regulations; conduct compliance audits on applications where an environmental authorisation was granted; Providing support to other directorates within the department, which could include responding to ministerial and parliamentary enquiries. |
| <u>ENQUIRIES</u> | : | Ms M De Jongh Tel No: (021) 483 5756 |
| <u>POST 23/478</u> | : | <u>GISC TECHNOLOGIST (GRADE A) REF NO: EADP 14/2026</u> |
| <u>SALARY</u> | : | R471 720 - R507 000 per annum, (OSD as prescribed). |
| <u>CENTRE</u> | : | Department of Environmental Affairs and Development Planning, Western Cape Government. |
| <u>REQUIREMENTS</u> | : | 3–4-year GIS degree or related bachelor's degree; compulsory registration with the South African Geomatics Council as a GISc technologist; 3 years post-qualification GISc technologist experience; valid code B driver's licence. Competencies: Knowledge of the following: Technical Geographic Information Science (GISc) knowledge of spatial data, application of projections, geodatabase design and analysis, spatial analysis and models, cartography, (and GIS Standards); Analytical, Statistical and Mathematical skills; Different GIS Software packages, but especially the ESRI products and applications (ArcGIS Pro, ArcGIS Enterprise Portal/ArcGIS Online); Understanding of technologies such as GPS, Photogrammetry and Remote Sensing; Project Management; Technical report writing Research and development; Legal compliance for spatial data. Skills in the following: Advanced computer skills; Ability to solve problems; Collect, organize and critically evaluate Information; Ability to work independently and as part of a team; Excellent communication skills (written, verbal and listening); Customer Service; Self-Management and Decision Making; Professional Accountability; Ability to work effectively under the direction of the Head: Spatial Information Management. |
| <u>DUTIES</u> | : | Collect and capture of data from various formats and sources; Design and implement a spatial database to store the required datasets; Data manipulation and analysis, including quality assurance; Creation and maintenance of spatial data topology and attributes, and format manipulation. Apply geo-referencing, datum and projection transformations. Providing technical support relating to software and data usage to geographic information system (GISc) users; Verify spatial data and compile report as required. Design, develop and create geodatabases, maps and other related projects. Supervise capture and publish metadata records; Promote and participate in stakeholder relations. and capture of data from various formats and sources; Design and implement a spatial database to store the required datasets; Data manipulation and analysis, including quality assurance; Creation and maintenance of spatial data topology and attributes, and format manipulation. Apply geo-referencing, datum and projection transformations. Providing technical support relating to software and data usage to geographic information system (GISc) users; Verify spatial data and compile report as required. Design, develop and create geodatabases, maps and other related projects. Supervise capture and publish metadata records; Promote and participate in stakeholder relations; Develop Geographical Information Science (GISc) spatial information tools within the organisational process. Provide access to spatial information and geographic information services to all clients in the department. Train end users on skills regarding GISc at all times. Ensure interoperability between systems to maximise efficiency. Publish data into a web-based GIS system to provide geographical information through the internet. Ensure easy access to spatial information at all times; Document GISc processes; undertake system audit; undertake requirements analysis; undertake cost-benefit analysis. Develop process models and workflow diagrams. Implement GIS standards; draft Terms of Reference for GIS projects. Research, investigate and advise on new GIS technologies. Advise on research viability and feasibility. Recommend and compile an appropriate plan to respond to the research problem. Develop new methods/technologies for solving spatial data problems; research and implement new GIS standards. |
| <u>ENQUIRIES</u> | : | Prabani Naidoo Tel No: (021) 483 2711 |

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| <u>POST 23/479</u> | : | <u>ADMINISTRATION CLERK: AIR QUALITY MANAGEMENT REF NO: EADP 18/2026</u> |
| <u>SALARY</u> | : | R237 453 - R279 708 per annum (Level 05) |
| <u>CENTRE</u> | : | Department of Environmental Affairs and Development Planning, Western Cape Government. |
| <u>REQUIREMENTS</u> | : | Senior Certificate (Grade 12 or equivalent qualification); A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Knowledge of database management aspects; Knowledge of asset management; Knowledge of Human Resources and personnel aspects; Knowledge of Financial Administration and budget aspects; Knowledge of meeting procedures and drafting of minutes; Knowledge of general office administration; Knowledge of administrative processes and procedures; Knowledge of financial and public service processes; Basic knowledge of Supply Chain management procedures. Skills in the following: Computer literacy in IT software: MS Office Suite, Word, Excel, PowerPoint, Access, Internet; Meeting skills; Good written and oral communication skills; Sound organising and planning skills; Liaison with personnel at all levels; Problem solving skills; Good interpersonal skills; Basic Conflict Management skills; Have ability to function under pressure. |
| <u>DUTIES</u> | : | Render general clerical support services; Provide Supply Chain clerical support services within the component; Provide Financial Administration support services in the component; Provide Personnel Administration clerical support services within the component. |
| <u>ENQUIRIES</u> | : | Gopolang Lechuti Tel No: (021) 483 2614. |

DEPARTMENT OF HEALTH AND WELLNESS

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

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| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>CLOSING DATE</u> | : | 17 July 2026, 17:00PM |
| <u>NOTE</u> | : | 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

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| <u>POST 23/480</u> | : | <u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (NEUROLOGY)</u> |
| <u>SALARY</u> | : | R2 168 145 per annum, (A portion of the package can be structured according to the individual's personal needs.) |
| <u>CENTRE</u> | : | Tygerberg Hospital, Parow Valley |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Neurology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Neurology. Experience: A minimum of 3 years' experience as Medical Specialist in Neurology after registration with the HPCSA as Medical Specialist Neurology. Competencies (knowledge/skills): Ability to effectively function as a specialist managing staff within the Departmental organisation and rules. Appropriate experience as a Neurology Specialist in an academic environment. Independent research experience with publication and related research output. Experience in undergraduate, post-graduate and specialist Neurology teaching and training. Experience as examiner/convenor in the CMSA examination in Neurology. Successful post-graduate supervision (minimum Master's level). Demonstrable experience in managing clinical units and services. Superior appropriate clinical, communication and managerial skills, and appropriate related knowledge including the ability to lead multi-disciplinary teams. Leadership of |

the Division of Neurology and National reputation as a leader in the field of Neurology. Insight into the challenges and opportunities for advancing health care in South Africa. National or international awards in recognition of excellence in the field of Neurology.

DUTIES : Overall governance, including Clinical Governance, of the Neurology services. Overall strategic and operational management of the general adult Neurology services of the hospital. Development, implementation and monitoring of Neurology clinical protocols and guidelines. Manage resource planning, provision and utilisation in the general Neurology services. Govern access to the Neurology services and its resources. Deliver clinical service in Neurology, including commuted overtime. Liaise with hospital management and clinicians to ensure quality Neurology services in the Metro East and Rural Ecosystem. Ensure an outreach program to healthcare facilities in the Tygerberg drainage area. Academic responsibility for teaching and learning at under- and post-graduate level, including the faculty's distributed training platform. Ensure research and innovation in priority areas. Active participation in relevant provincial Neurology governance structure & advise Department of Health and Wellness on Neurology matters.

ENQUIRIES : Prof V Louw Tel No: (021) 938-9044 or Dr M Mukosi Tel No: (021) 938-6510
NOTE : No payment of any kind is required when applying for this post. The successful candidate will also be the Head of Division of Neurology at Tygerberg Hospital and the Faculty of Medicine and Health Sciences, Stellenbosch University.

POST 23/481 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**
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 : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Psychiatry. Inherent requirement of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Knowledge of a public health approach to delivering integrated psychiatric services. Ability to work in integrated multi-disciplinary teams across platforms. Clinical, leadership, administrative, teaching and mentoring skills. Computer literacy (MS office: Word, Excel, Outlook). Creativity to develop new ideas which can result in positive changes to existing processes. Appropriate experience in Psychiatry (all age groups). Ability and experience in teaching.

DUTIES : Specialist psychiatric care to patients (all age groups) at George Regional Hospital and at selected major referral centers in the Garden Route & Central Karoo districts (Rural East Ecosystem/REE). Support referral centers in the REE by doing outreach visits and consultations on various communication platforms. Participate in clinical governance of a growing integrated district mental health service. Teaching and clinical supervision of junior and allied mental health practitioners, generalists and medical students within a well-established Rural Training Complex. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Do appropriate research to stay abreast of service and clinical developments.

ENQUIRIES : Dr BE Boon Tel No: (044) 802-4528, email: Bernice.Boon@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject 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 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. The concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).

- POST 23/482** : **MEDICAL SPECIALIST GRADE 1 TO 3 PSYCHIATRY (PSYCHIATRIC AND MEDICAL SERVICES)**
Chief Directorate: Metro 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** : Stikland Hospital (Joint appointment with the University of Stellenbosch)
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **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 Psychiatry. **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 Psychiatry. Inherent requirements of the job: Willing and able to work shifts. Willing and able to work with patients with infectious diseases. Valid (Code B/EB) driver's licence and willingness and ability to travel. Available and willing to participate in after-hours duties. Competencies (knowledge/skills): Clinical, leadership, administrative, teaching, and mentoring skills. Appropriate experience in Psychiatry. Excellent clinical consultation, management and procedural skills. Computer literacy in MS Office. Good professional attitude. Excellent communication skills.
- DUTIES** : Coordination and provision of specialist psychiatric care to in- and outpatients at Stikland Hospital and outreach support in the respective sub-structures as designated. Management of and compliance with designated and relevant clinical governance, corporate governance and administrative requirements on hospital level. Participation in clinical governance of the mental health service ecosystem as designated and appropriate. Leadership of an integrated multidisciplinary clinical team. Clinical supervision and training of registrars and junior staff. Creativity to develop new ideas in conjunction with ecosystem role-players which have the potential to result in positive changes to existing processes. Academic teaching, training and research (NB: The post is a joint appointment with the Department of Psychiatry; University of Stellenbosch). Complete the required CPD activities to maintain registration with the HPCSA. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.
- ENQUIRIES NOTE** : Prof L Koen Tel No: (021) 940-8718 or email: liezle.koen@westerncape.gov.za
: 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 23/483 : **MEDICAL OFFICER GRADE 1 TO 3 (CHILD AND ADOLESCENT MENTAL HEALTH CONSULTING)**
Chief Directorate: Metro Health Service

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 : Lentegeur Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health 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 a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Willingness to work shifts and after hour duties. Willingness to participate in the Commuted Overtime system at Lentegeur Psychiatric Hospital. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Competencies in the clinical assessment and management of child and adolescent mental disorders. Excellent interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to provide support to primary level staff, participate in clinical training. Computer literate in MS Office. Appropriate experience in delivering clinical services to children and adolescents.

DUTIES : Provide outreach and support to district hospital colleagues, as well as community health centres (CHC). Establish protocols for screening and assessment of children and adolescents, ensure referral pathways adhered to, risk stratification and prioritization. Provision of clinical supervision. Participate in scheduled training sessions for nursing, medical and allied health colleagues.

ENQUIRIES NOTE : Dr I Adams Tel No: (021) 370-1316
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 23/484 : **MEDICAL OFFICER GRADE 1 TO 3**
(Contract From 1 October 2026 To 30 September 2028)
Directorate: Health Intelligence

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 : Head Office, Cape Town (Component: Provincial Health Data Centre)

REQUIREMENTS

: 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 purpose of this role is to promote the understanding, integration, and innovation of clinical information technology to enhance both clinician and patient experiences. 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 NOTE

: Prof A Boulle, email: Andrew.Boulle@westerncape.gov.za
: 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 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)".

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| <u>POST 23/485</u> | : | <u>MEDICAL OFFICER GRADE 1 TO 3</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | 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). |
| <u>CENTRE REQUIREMENTS</u> | : | Wesfleur Hospital (Protea Park CDC), Southern Western Sub-structure Office Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health 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 a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Must have experience working at a District level hospital after community service delivering comprehensive and evidence- based general medical, surgical and emergency clinical services. Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory. |
| <u>DUTIES</u> | : | Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, support, transfer of knowledge to, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Participate in clinical governance activities providing guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment. |
| <u>ENQUIRIES NOTE</u> | : | Dr D Hattingsh Tel No: (021) 816-8555 No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Candidates will be subjected to a practical/written and oral assessment. |
| <u>POST 23/486</u> | : | <u>REGISTRAR (MEDICAL) (PAEDIATRIC MEDICINE) (X6 POSTS)</u> (4-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> | : | Red Cross War Memorial Children's Hospital, Rondebosch Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with |

the HPCSA as Medical Practitioner (Independent practice). Inherent requirements of the job: Must provide after-hours emergency service. Valid driver's licence. Competencies (knowledge/skills): Applicants must have a valid APLS as well as a valid FCPaeds part 1. Ability to work in a professional team. Post-internship experience in general paediatrics (under onsite supervision of a registered paediatrician), including clinical experience with neonatal intubation and ventilation. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must assist with the provision of a paediatric service. Must participate in academic activities. Completion of /or exemption from South African Community Service Excellent report, clinical note and referral writing skills. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management. Appropriate post-internship experience in paediatrics (under onsite supervision of a registered paediatrician), which must include clinical experience in general paediatrics and clinical experience with neonatal intubation and ventilation, is required.

DUTIES : Provide a high-quality clinical service to patients and their families. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals, and students. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate medical students. Achieve success in the FCPaed II exam of the CMSA prior to the end of the four-year contract. Graduation with an MMed (Paediatrics) degree prior to the end of the four-year contract. Effective and efficient administration of clinical services. Clinical leadership in the workplace. Administration of registrar rosters and the teaching program. Improve professional competence by regular self-learning and reflection with the application of current evidence.

ENQUIRIES : Dr M Salie Tel No: (021) 658-5430 or email: Moegamad.salie@westerncape.gov.za

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

POST 23/487 : **DENTIST GRADE 1 TO 3**
Cape Winelands Health District

SALARY : Grade 1: R1 011 516 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum

CENTRE : Stellenbosch Sub-district

- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Experience: **Grade 1:** None after registration as Dentist with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. **Grade 2:** Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. **Grade 3:** Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel throughout the Stellenbosch Sub District. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report writing, clinical documentation, recording keeping and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable and good time management. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed. Ability to be flexible and innovative in response to differing client needs.
- DUTIES** : Be able to provide leadership, governance and management in dental unit. Provide primary and secondary dental services to adults and children in PHC clinics Delivering basic packages of oral care at outreach visit Provision of effective control and management. Ensure Quality health services as required by Ideal clinic standards, Infection prevention control, Occupational Health and Safety compliance standards.
- ENQUIRIES** : Ms C Engelbrecht Tel No: (021) 808-6108
- 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 23/488** : **BUSINESS ANALYST**
(Contract From 1 October 2026 To 30 September 2028)
Directorate: Health Intelligence
- SALARY** : R932 292 per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Head Office, Cape Town, (Component: Provincial Data Centre)
- REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year tertiary qualification (National Diploma/or Degree) in Information Technology, Business Analysis, Business Informatics, Information Systems, Computer Science or a related field. Experience: Appropriate experience in the public health sector or government environment. Appropriate experience in Agile system development life cycle practices. Appropriate experience in process mapping, business case development and operational and strategic planning. Appropriate experience in Business Intelligence, data analysis, reporting, dashboards, or decision-support systems. Inherent requirement of the job: Valid (Code B/EB) Driver's Licence and willingness to travel. Competencies (knowledge/skills): Business analysis methodologies, tools, and techniques. System development life cycle methodologies, including Agile, Scrum, Waterfall and hybrid delivery approaches. Product ownership, backlog management, user story writing, prioritisation, and acceptance criteria development. Business Intelligence

DUTIES

concepts, data analysis, reporting requirements, dashboards, and performance monitoring. Project management methodologies and practices. Strong analytical and problem-solving skills. Strong written and verbal communication skills. Ability to translate business needs into clear functional and non-functional requirements. Ability to engage senior stakeholders, technical teams, users, and service providers. Ability to work across strategy, operations, technology, and data. Ability to prepare clear reports, business cases, specifications, user stories, presentations, and decision documents.

: The purpose of the role is to analyse business problems, identify their underlying causes and impacts, and propose data driven solutions to improve business processes and efficiency. Responsible for bridging the gap between the Provincial Health Data Centre technical report developers, frontline clinical users and decision-makers by using data analytics to assess processes, identify problems, determine requirements, and deliver data-driven recommendations and documentation. Investigates and analyses business problems to understand their nature, cause, effects, and drivers, using a variety of methods and techniques. Work alongside multidisciplinary technical teams to ascertain requirements for digital patient management tools, clinical reporting and analysis across a broad range of disease profiles. Active participation in the user acceptance testing phase, including the provision of feedback to software developers and clinical report developers. Documenting business process requirements through interviews or facilitation sessions. Conducting engagements with key role-players within the various departments to further understand their business processes, needs and challenges. Analyse existing business processes and technology, and propose new developments and changes based on business requirements. Develop functional and technical specifications to meet the business needs of clients. Conduct system analysis for new and existing systems. Construct programs including coding, testing, and debugging. Preparing business cases and conducting risk assessments. Contribute to multiple disease-specific initiatives by maintaining project documentation, managing scope and schedules, prioritising daily tasks, ensuring timely delivery, escalating issues appropriately, and managing stakeholder relationships. Conducting playback sessions (presentations) with the Business to ensure that the information extracted from the business documents and through the interview process is accurate and complete. Conduct business analysis across programmes, systems, and service areas, including requirements gathering, process mapping, stakeholder engagement, gap analysis, solution definition, and benefits tracking. Support the full system development life cycle, including initiation, discovery, requirements definition, solution design, development support, testing, implementation, change management, and post-implementation review. Apply Agile delivery practices, including backlog management, user story development, sprint planning support, prioritisation, acceptance criteria definition, user acceptance testing, and continuous stakeholder feedback. Perform Product Owner responsibilities where required, including defining product vision, managing product backlogs, prioritising features, validating business value, and aligning delivery teams with business needs. Support Business Intelligence and reporting initiatives by defining data requirements, reporting needs, dashboard requirements, performance indicators, and data-driven decision-making processes.

**ENQUIRIES
NOTE**

: Dr M Ismail, email: Muzzammil.Ismail@westerncape.gov.za
: No payment of any kind is required when applying for this post. A competency test may form part of the selection process.

POST 23/489

: **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands Health District

**SALARY
CENTRE
REQUIREMENTS**

: R720 819 per annum
: Orchard Clinic, Brede Valley 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's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the

SANC in Primary Health 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 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to attend to community needs after hours. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, knowledge of Human resource and financial policies and principles. Computer literacy (MS Word and Excel, PowerPoint, and Outlook.) Ability to communicate effectively.

DUTIES : Manage, control, act in all the following facets of Health, support, security, cleaning/infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts, and protocols regarding the mentioned facets. Plan and manage to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost-effective service daily. Ensure that all personnel undergo training according to their Individual Development and Performance Plan and to meet the operational requirements of the health facility and participate in Community awareness and health screening activities. Recording, collection, verification and timeous submission of accurate data and continuous positive support to the Primary Health Care Manager.

ENQUIRIES : Ms A Theron Tel No: (023) 348-1316
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a Competency test.

POST 23/490 : **ASSISTANT DIRECTOR: OCCUPATIONAL THERAPIST GRADE 1**
 Chief Directorate: Metro Health Services

SALARY : R664 410 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the HPCSA as an Occupational Therapist. Experience: A minimum of 3 years' appropriate experience after registration with the HPCSA in Occupational Therapy. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts and public service policies and procedures. Appropriate mental health experience. Appropriate supervisory experience with good organisational and planning abilities. Computer literacy (MS Word, Excel, PowerPoint, Teams and Outlook).

DUTIES : Ensure evidence based Clinical Service Delivery and transformation. Ensure good clinical governance and quality assurance. Ensure good Corporate Governance in the Occupational Therapy Department. Support to Clinical structures and Manager of Medical Support Services.

ENQUIRIES : Ms N Jacobs Tel No: (021) 940-8927
NOTE : No payment of any kind is required when applying for this post.

POST 23/491 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)**
 Cape Winelands Health District

SALARY : Grade 1: R571 161 per annum
CENTRE : Breede Valley Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to

maintain registration with the SANC). Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence, willingness to travel and work overtime if and when required. Competencies (knowledge/skills): Knowledge of the departmental HAST programs and QA policies. Computer literacy (MS Word, Excel, power Point and Outlook). Good communication, facilitating, and interpersonal skills. Ability to work independently and in a multi-disciplinary team.

DUTIES : Co-ordination and implementation of the sub-district HIV/AIDS/STI/TB/VMMC/Mental Health Services, Integrated Management of Chronic conditions (Late life Course), 1st 1 000 days' strategy (Early life course approach), Adolescent, Women's and Men's Health Services. Support with community outreaches and projects to improve health outcomes. Assist with HAST program system strengthening and strategic partnership. Involvement with People Development component in skills development and training to support integrated health services provision and provide clinical expertise. To strengthen and coordinate internal and external interface management with stakeholders, including NPOs, to enhance implementation of the COPC principles. Provide oversight, supervision and support to health facilities regarding the implementation of quality assurance policies, guidelines, protocols, norms and standards. Monitoring and Evaluation of Integrated Health services performance.

ENQUIRIES : Ms A Theron Tel No: (023) 348-1316

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

POST 23/492 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**

Chief Directorate: Metro Health Services

SALARY : Grade 1: R495 423 per annum

Grade 2: R607 350 per annum

CENTRE : Wesfleur Hospital

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 Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency (R212) or 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 in Emergency Nursing OR Critical Care Nursing (Adult). Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, overtime and public holidays to meet the operational requirements. Competencies (knowledge/skills): Communication skills. Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, Outlook and Excel). Ability to facilitate and promote training. Analytical thinking, independent decision making and problem-solving skills.

DUTIES : Provide optimal, holistic specialized nursing care within set standards and professional/legal framework. Assist with management of people management services within the Department and compliance to professional, legal, and ethical regulations governing nursing practice. Effective utilization of financial and physical resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department including efficient and accurate documentation,

statistical data collection, capturing, and participation in research activities as well as liaise, advise and effective communication with internal and external stakeholders to ensure continuity of quality client care. Deliver a support service to the Operational Manager, act as shift leader and ensure effective coordination of the Nursing Division after hours whilst maintaining professional growth and ethical standards and self-development.

**ENQUIRIES
NOTE**

: Ms. LA Abrahams Tel No: (021) 816-5000
: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such 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 23/493

: **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING
THEATRE CSSD)**
Cape Winelands Health District

SALARY

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

**CENTRE
REQUIREMENTS**

: Stellenbosch Hospital
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating theatre technique (R212). OR A 4 year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Peri-operative Nursing. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** Minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional nurse in general nursing. **Grade 2:** Minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional nurse in general nursing. At least 10 years of the above periods must be appropriate / recognizable experience in Operating Theatre after obtaining the 1-year post basic qualification in relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to be on call after hours for theatre. Willingness to assist with shifts and after-hour hospital cover including weekends, public holidays, night duty relief and overtime based on operational needs. 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 the Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

DUTIES

: Provide optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a professional Nurse in Operating Theatre. Utilize human, material and physical resources efficiently and effectively. Practice within the realms of IPC, OHAS, Risk Management, Quality Assurance, hospital protocols, procedures and policies. Provision of effective support to the Nursing Manager and maintaining professional growth and self-development.

**ENQUIRIES
NOTE**

: Ms CI Pekeur Tel No: (021) 808-6103
: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of

payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in Medical and Surgical Nursing Science: Operating theatre technique (R212) or post graduate diploma accredited with the SANC in Peri-operative Nursing (R635).

- POST 23/494** : **ASSISTANT DIRECTOR: PEOPLE MANAGEMENT (ER, EHW AND PD)**
Chief Directorate: Rural Health Services
- SALARY** : R487 197 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate knowledge and appropriate experience in Employee Relations, Employee Wellness and Human Resource Development policies, procedures and practices in the Public Sector. Appropriate supervisory and management experience. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Willingness to travel as required in line with the responsibilities of the job. Competencies (knowledge/skills): Proven competency in managing Labour Relations and Human Resource Development functions within a public sector environment. Extensive knowledge and practical application of relevant legislation, policies, and prescripts, including the Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act, Public Service Regulations, and collective agreements. Demonstrated capability in handling disciplinary processes, grievances, disputes, misconduct investigations, and collective bargaining matters. Knowledge and understanding of Human Resource Development practices, including training coordination, workplace skills planning, performance management support, and staff development initiatives. Strong strategic, analytical, and problem-solving skills with the ability to interpret policies and provide sound labour relations advisory services. Excellent communication, facilitation, negotiation, and conflict management skills. Proven ability to build and maintain effective stakeholder relationships with organised labour, management, employees, and external partners. Ability to work independently, manage multiple priorities, and perform effectively under pressure within a dynamic hospital environment. Strong report writing, presentation, and administrative skills. High levels of professionalism, integrity, confidentiality, and ethical conduct. Proven computer literacy with proficiency in MS Word, Excel and PowerPoint with the ability to understand and analyse statistical and financial information.
- DUTIES** : Manage Labour Relations functions, including disciplinary processes, grievances, disputes, and employee relations matters for George Hospital and when required for other facilities within the Rural East Ecosystem. Facilitate Human Resource Development initiatives, including training coordination and skills development activities. Provide Labour Relations advisory and support services to management and staff. Ensure compliance with relevant labour legislation, policies, collective agreements, and HR practices. Liaise and maintain effective relationships with organised labour and relevant stakeholders. Compile reports, maintain records, and monitor HR-related performance and compliance indicators. Supervise and support staff within the People Management component.
- ENQUIRIES** : Mr R Cajada Tel No: (044) 802-4358 or e-mail: Ricardo.Cajada@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical and competency test.
- POST 23/495** : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CARDIOLOGY)**
- 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 qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiology. Registration with a professional council: Registration with HPCSA as a Clinical Technologist: Cardiology. Experience: **Grade 1:** None after registration with the HPCSA in Clinical Technology in

respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology 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: Ability to render a after hour service. Delivery of a 24-hour standby service (required to work after hours, during weekends and public holidays). Competencies (knowledge/skills): Good communication skills (verbal and written). Experience in Echocardiography, Cardiac Catheterization and Cardiac Pacing. Appropriate experience in clinical technology within the field of cardiology including in-service training at a registered training facility. Above average academic record, work record and managerial abilities. Ability to work independently, without supervision and work within a group with all levels of staff.

DUTIES : To perform high quality and efficient cardiology service by providing specialized clinical technology support in all areas of non-invasive and invasive cardiology. Required to work in the various specialized areas in the unit on a rotational basis (Cardiac catheterization laboratory, pacemakerclinic, echocardiography laboratory, Holter analysis).

ENQUIRIES : Mr M Govender Tel No: (021) 404- 4094/5

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 23/496 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Chief Directorate: Metro Health Services

SALARY : R413 001 per annum

CENTRE : Lentegour Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate three-year national diploma or degree. Experience: Appropriate experience in Financial Management and expenditure control. Appropriate supervisory experience. Appropriate experience in completing and analysing BMI's. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Organizational, managerial, leadership skills and an aptitude for working with financial figures. Strong people management and supervisory skills, ability to work in a team context and motivate team members. Computer literacy in Microsoft Office. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System. Good verbal and written communication skills.

DUTIES : Supervision of asset and liabilities, budget, expenditure monitoring and control. Monitoring, evaluation, effective and efficient support to the ASD in financial accounting, including compliance and risk management. People Management within the component. Manage utility claims from estate partners. Manage the preparation of the BMI forecasting sessions. Authorising of BAS and LOGIS payments. Finalisation of the IFS and AFS.

ENQUIRIES : Mr M Mdodeni Tel No: (021) 370-1125

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

POST 23/497 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)**
Cape Winelands Health District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum
(plus, a non-pensionable rural allowance of 8% of the basic annual salary)

CENTRE : Robertson Hospital (X2 Posts)
Montagu Hospital (X1 Post) Langeberg Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays. Willingness to work in all departments as operationally required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care.

DUTIES : Provision of quality basic nursing patient centred care in a hospital setting. Provision of optimal, holistic clinical and elementary nursing care with set standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support services. Improving quality of health services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Montagu Hospital- Ms. EJ Van Zyl Tel No: (023) 6141021. Robertson Hospital- Ms S Kortje Tel No: (023) 626 8519.

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 23/498 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
West Coast Health District

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

CENTRE : Radie Kotze Hospital, Bergriver Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekends cover for nursing. Assist within the sub-district, when the need arises, work extra hours and be on standby. Competencies (knowledge/skills):

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| | | Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines. |
| <u>DUTIES</u> | : | Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development. |
| <u>ENQUIRIES</u> | : | Ms TJ Fredericks Tel No: (022) 814-0462/ (022) 931-2140 |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). |
| <u>POST 23/499</u> | : | <u>OCCUPATIONAL THERAPIST GRADE 1 TO 3 (6/8TH POST)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R309 840 per annum Grade 2: R361 875 per annum Grade 3: R423 618 per annum |
| <u>CENTRE</u> | : | Western Cape Rehabilitation Centre |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: An appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: Grade 1: None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: A Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: Valid Code driver's licence. Competencies (knowledge/skills): Therapeutic knowledge and skills in the management of clients with neurological deficits and other medical conditions. Ability to be flexible and innovative in response to differing client needs and work within the MDT/IDT. Knowledge and optimal utilization of community resources. Knowledge and correct application of internal and external procedures and prescripts, DOHW ethical codes and HPCSA standards of professional practice. Ability to guide and supervise students. Computer literacy in MS Office. Appropriate experience working with persons with complex and varied conditions as an Occupational therapist in a healthcare setting. |
| <u>DUTIES</u> | : | Provision of Occupational Therapy services in the field of specialised rehabilitation. Provision of specialised seating and/or mobility devices and/or assistive devices. Clinical management of clients including facilitation of re-integration into the community. Support of Supervisory structures / persons including resource management and adherence to HR pre-scripts. Participation in training and development including guidance of students. Responsible for management of stock and equipment within the work area. |
| <u>ENQUIRIES</u> | : | Ms C van Genderen Tel No: (021) 370 – 2441 |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and |

proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

- POST 23/500** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Chief Directorate: Rural Health Services
- SALARY** : R237 453 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Health Information Management for hospitals. Appropriate experience in Clinicom, Ideal Clinic Monitoring System, Business Intelligence (BI) and Sinjani. Appropriate experience in end-user support (hardware/software). Competencies (knowledge/skills): Computer literacy (MS Office packages). Good communication skills throughout the hospital for effective data completion and writing skills. Routine Health Information, Clinicom, Ideal Clinic Monitoring System, Sinjani and Business Intelligence (BI). Basic knowledge of computer hardware.
- DUTIES** : Effective and efficient administration of hospital statistics. Provide support to ensure data accuracy on the Health Information Systems (HIS). Clinicom support & training to new and current staff. Data Management (Weekly, Monthly and Quarterly). Support to supervisor.
- ENQUIRIES** : Mr KA Ngutyana Tel No: (044) 802-4359 or email: Khangelani.Ngutyana@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.
- POST 23/501** : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Garden Route District
- SALARY** : R237 453 per annum
CENTRE : Harry Comay Hospital, George Sub-District
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 working with Clinicom. Appropriate experience in a hospital and/or patient fees environment. Appropriate experience in office administration. Inherent requirement of the job: Willingness to work overtime, after hours including weekends, public holidays when needed. Willingness to rotate and provide relief support within the hospital. Willingness to assist with admissions and fees functions at Uniondale Hospital. Competencies (knowledge/skills): Computer literacy in Microsoft Word, Excel, and Outlook. Good communication skills (verbal and written). Knowledge of the Clinicom electronic patient administration system. Knowledge of Hospital Fees Memorandum 18. Appropriate knowledge of patient billing processes and ICD-10 coding. High ethical standards, with the ability to handle confidential information responsibly as incumbent will have access to confidential files.
- DUTIES** : Admit, register, and assess patients; open patient folders and generate invoices on Clinicom. Provide an efficient medical records and folder management service. Handle cash transactions, issue receipts, safeguard state funds, and perform relief cashier duties. Manage H2 and H3 accounts, IOD, RAF, medical aid, and state department accounts within the George Sub-District. Order and manage medical supplies, ward stock, and institutional requirements. Ensure accurate and timely collection and submission of statistical data. Provide administrative support to the Operational Manager: Nursing and assist with general hospital administration.
- ENQUIRIES** : Mr R Lewis-Peters Tel No: (044) 814-1117
- NOTE** : No payment of any kind is required when applying for this post. A practical test will form part of the selection process.
- POST 23/502** : **ADMINISTRATION CLERK: SUPPORT (X4 POSTS)**
- SALARY** : R237 453 per annum
CENTRE : Groote Schuur Hospital, Observatory

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| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Senior Certificate. Experience: Appropriate Secretarial and Office Administration experience. Competencies (knowledge/skills): Good communication skills. Knowledge of secretarial and office administration practices and minute-taking skills. Computer literacy (MS Office, Word, and Excel) and typing proficiency. Willingness to undergo development courses. |
| <u>DUTIES</u> | : | Providing administration and secretarial support services, office management, and reception functions. Answering telephonic queries and delivering messages. Ordering of stationery, equipment, and office consumables. Typing of documents, reports, correspondence, and keeping an effective filing system. Prepare meetings and take minutes. Ensure timely submission of statistical data, as well as collate and compile databases, rosters, and monthly reports. |
| <u>ENQUIRIES NOTE</u> | : | Ms C Makeba Tel No: (021) 404-4038 |
| <u>POST 23/503</u> | : | <u>ADMINISTRATION CLERK: WARDS</u> Chief Directorate; Metro Health Services |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R237 453 per annum Stikland Hospital |
| <u>DUTIES</u> | : | Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate patient administration experience in a health environment. Appropriate experience in Clinicom. Inherent requirements of the job: Willingness to work overtime and provide relief in other departments as operationally required. Competencies (knowledge/skills): Computer skills in MS Office. Good interpersonal and communication skills, ability to work independently, and as part of a team, ability to maintain confidentiality and problem-solving and conflict management with good organizational skills. |
| <u>DUTIES</u> | : | Provide support/relief to staff and supervisors as operationally required regarding waiting list and patient administration. Perform Patient administrative functions within the Ward which includes admissions, transfers, discharge of patients, transport bookings, patient queries, reviewing of patient information. Perform daily ward rounds and ensure all patient movements are captured on Clinicom. Providing effective general administrative support to the Ward and Hospital including folder administration and adhoc ward duties. Ensuring resources within the ward is managed effectively, replenishment of stock and managing stock. Performing data collection and compilation duties for the wards on a monthly basis. |
| <u>ENQUIRIES NOTE</u> | : | Mr M Majerrie Tel No: (021) 940-4424 |
| <u>POST 23/504</u> | : | <u>ADMINISTRATION CLERK: SUPPORT (NURSING MANAGEMENT SUPPORT)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R237 453 per annum Groote Schuur Hospital, Observatory |
| <u>DUTIES</u> | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Secretarial/Administrative in experience. Competencies (knowledge/skills): Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Access, MS Teams). Excellent typing skills, minute taking skills. Knowledge of NIMS. Good planning, organizational and interpersonal skills. Good verbal and written communication skills. |
| <u>DUTIES</u> | : | Ensure an effective and efficient office administration and management within the Nursing Management Office. Deliver an effective and efficient office administration, reception services and support to the Nurse Manager and affiliated managers and support services. Manage and maintain an effective and efficient Nursing data filing, recordkeeping services, which includes provision of accurate/effective typing and data capturing of human resource documentation. Coordinate and assist with preparation and processes of interviews and meetings and new nursing staff appointments in the department. Provide administrative support to Nursing personnel, assist with queries and ensure effective and efficient communication. |
| <u>ENQUIRIES NOTE</u> | : | Ms L De Palo Tel No: (021) 404-2105 |
| <u>ENQUIRIES NOTE</u> | : | No payment of any kind is required when applying for this post. |

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| <u>POST 23/505</u> | : | <u>ADMINISTRATION CLERK: WARDS (X2 POSTS)</u> |
| <u>SALARY</u> | : | R237 453 per annum |
| <u>CENTRE</u> | : | Red Cross War Memorial Children's Hospital, Rondebosch |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Clinicom experience in a ward and/or clinic administration environment, including the Clinicom system. Inherent requirements of the job: Willingness to rotate and/or cover other areas at short notice. Competencies (knowledge/skills): Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, and Finance Instructions. Strong sense of confidentiality and trustworthiness. Ability to work under pressure without supervision. Good client care skills. |
| <u>DUTIES</u> | : | Registration of patients on the Clinicom system. Admissions, transfers, and discharges of in-patients. Maintenance of appointments and ward registers. Compiling of patient statistics. Handling telephonic, verbal and written enquiries. Support to Finance Component in ensuring correct debtor assessment of patients and data capturing of patient information on Clinicom System, correct handling of foreign patients. |
| <u>ENQUIRIES</u> | : | Ms HJ van Graan Tel No: (021) 658-5007 |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. |
| <u>POST 23/506</u> | : | <u>ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)</u> Chief Directorate: Rural Health Services |
| <u>SALARY</u> | : | R237 453 per annum |
| <u>CENTRE</u> | : | Paarl Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Personnel administration. Competencies (knowledge/skills): Good computer (MS Word and Excel), numeracy and mathematical skills. Good interpersonal skills and the ability to work in a team context. Knowledge of Human Resource prescripts in Public Service. Ability to function under pressure and meet deadlines. |
| <u>DUTIES</u> | : | (key result areas/outputs): Effectively handle all personnel matters, such as salaries, pension, appointments, resignations, transfers, leave and other allowances on PERSAL. Assist staff, colleagues, supervisors, management and members of the public with regards to all Human Resources and Personnel matters including Recruitment and Selection processes. Assist with all other administrative functions in the personnel component. Handle a variety of personnel, written and telephonic enquiries. Audit personnel, pension and leave files. Variety of clerical duties including filing. Responsible for capturing transaction on PERSAL. |
| <u>ENQUIRIES</u> | : | Mr CL Appollis Tel No: (021) 860-2845 |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. |
| <u>POST 23/507</u> | : | <u>ARTISAN ASSISTANT</u> Directorate: Facilities Management |
| <u>SALARY</u> | : | R201 093 per annum |
| <u>CENTRE</u> | : | Lentegeur Central Laundry |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Grade 10 or equivalent. Experience: Appropriate experience in at least one of these fields: building, air-conditioning, plumbing, electrical, carpentry, maintenance and general repairs. Appropriate experience in workshop related tasks. Inherent requirement of the job: Ability to work overtime when needed. Ability to work in a Laundry and workshop environment. Competencies (knowledge/skills): Adherence to the Occupational Health and Safety Act 1993 and its relevant regulations. Ability to operate industrial machinery and welding tasks. Good communication skills. Ability to handle heavy equipment, hot conditions, wet conditions, heights and narrow spaces. |
| <u>DUTIES</u> | : | Control tool parts and materials. Maintenance of laundry services, plant and equipment. Repairs to the plant, services and equipment. Maintain and repair industrial laundry equipment. Attend to emergency breakdowns (including after hour repairs). Strict adherence to the Occupational health and Safety Act. Assist Artisans in the performance of their duties. Control over tools, equipment and material. Responsible for ensuring that all workmanship is of high quality. Assist with the management of all equipment contracts. Responsible for all |

- safety and housekeeping aspects within the laundry and workshop environment.
- ENQUIRIES NOTE** : Ms D Hartnick Tel No: (021) 918-1519
: 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.
- POST 23/508** : **FOREMAN: CLEANING (ENVIRONMENTAL AND MEDICAL WASTE REMOVAL SERVICE)**
- SALARY CENTRE REQUIREMENTS** : R201 093 per annum
: Tygerberg Hospital, Parow Valley
: Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std. 7). Experience: Appropriate experience in medical waste in a hospital environment. Inherent requirement of the job: Willingness to work shifts (weekends and public holidays). Code 8 driver's licence. Competencies (knowledge/skills): Ability to communicate effectively. Ability to work independently and in a team context. Knowledge of Provincial Gazette: - Act 7 of 2007 Western Cape Health Care Waste Management Act, 2007. Knowledge of the "cradle to grave" approach and subsequent actions of health care risk waste. Knowledge of the grievance procedure, code of good practice: dismissal and disciplinary code and procedure for the public service. Basic knowledge of Staff Performance Management System.
- DUTIES** : Control the utilisation of personnel to ensure various types of waste generated at the hospital is timeously transported to the correct holding areas. Ensure that disciplinary procedures are effectively enforced. Ensure that personnel clean medical waste trolleys, hospital building entrances, courtyards, pigswill area, waste holding area at basement level. Effectively execute all administrative functions applicable on a supervisory level and provide an effective support to the Principal General Foreman and the Senior Administrative Officer: Support Services.
- ENQUIRIES NOTE** : Ms L White Tel No: (021) 938-4121
: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
- POST 23/509** : **NURSING ASSISTANT GRADE 1 TO 3 (X27 POSTS) (VARIOUS COMPONENTS)**
- SALARY** : Grade 1: R181 230 per annum
: Grade 2: R211 401 per annum
: Grade 3: R249 141 per annum
- CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover. Willingness to rotate to other departments. Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication skills.
- DUTIES** : Provide quality basic nursing care according to procedures and policy. Assist patients with activities of daily living which includes patient hygiene, nutritional status, mobility and elimination needs. Escort patient to and from x-rays, sonar, etc. Assist professional nurses with clinical procedures and preparation of patients for diagnostic and surgical procedures. Accurate recordkeeping and effective utilization of resources.
- ENQUIRIES NOTE** : Ms V Dubase Tel No: (021) 938-4000
: 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 candidates who apply for the first time for registration in a specific

category with the South African Nursing Council (including individuals who must apply for change in registration status).

- POST 23/510** : **NURSING ASSISTANT GRADE 1 TO 3**
Garden Route District
- SALARY** : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum
- CENTRE REQUIREMENTS** : Ladismith Clinic, Kannaland Sub-district
Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None
Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirement of the job: Willingness to work after hours when needed. Willingness to assist at the other clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation.
- DUTIES** : Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.
- ENQUIRIES NOTE** : Ms S Labuschagne Tel No: (028) 551-1010
No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- POST 23/511** : **FOOD SERVICE AID (SUPPORT SERVICES) (X2 POSTS)**
Chief Directorate: Rural Health Services
- SALARY** : R144 024 per annum
- CENTRE REQUIREMENTS** : George Regional Hospital
Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale food service unit, which includes the operating of large-scale kitchen equipment as well as the preparation of normal and therapeutic diets. Inherent requirement of the job: Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Ability to work with cleaning materials, do high-dusting and lifting of heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Willingness to work shifts during the day, weekends, public holidays and overtime if requested. Competencies (knowledge/skills): The ability to prepare meals according to standardized recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.
- DUTIES** : Perform all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Assist with the receipt, safe storage and issuing of food provisions and other products. Assist with the informal in-service training of new employees.
- ENQUIRIES NOTE** : Ms M Greyling Tel No: (044) 802-4423
No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test.
- POST 23/512** : **FOOD SERVICES AID**
Central Karoo District
- SALARY** : R144 024 per annum

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| <u>CENTRE REQUIREMENTS</u> | : | Prince Albert Hospital |
| | : | Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in preparing patient meals in hospitals. Inherent requirement of the job: Willingness to work overtime, shifts (weekends and public holidays). Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Ability to work long hours on your feet for a period up to 12 hours. Competencies (knowledge/skills): Good communication skills (verbal and written). The ability to prepare meals according to standardized recipes, as well as safety and correctly handle industrial equipment. Appropriate knowledge of the food service hygiene and safety principles. |
| <u>DUTIES</u> | : | Prepare all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit. Maintain safety and hygiene standards. Assist with the receipt, storage and issuing of food provisions and other products. Assist with the informal in-service training of new employees. |
| <u>ENQUIRIES NOTE</u> | : | Ms L Martins Tel No: (023) 814 - 2994 |
| | : | No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to do a practical test. |
| <u>POST 23/513</u> | : | <u>PORTER (X2 POSTS)</u> Chief Directorate: Rural Health Services |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R144 024 per annum |
| | : | Paarl Hospital |
| | : | Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a health environment. Inherent requirements of the job: Willingness to work shifts, including nightshift, weekends and public holidays. Must be of sober habits, physically fit and lift patients from/onto beds, trolleys, vehicles, wheelchairs and heavy equipment; Prepared to handle corpses (deceased bodies). Prepared to work in all departments/wards in hospital. Prepared to relieve in other sections of Support services. Competencies (knowledge/skills): Good interpersonal and communication skills. Knowledge of the safe infection prevention methods. Ability to work under pressure, unsupervised and in a team context. |
| <u>DUTIES</u> | : | Safe transport of patients on trolleys, beds and wheelchairs to and from different departments and in and out of ambulances and private vehicles and also ensure a safe and hygienic work environment; Respond to requests from wards, laboratories and blood bank with regards to delivering and collecting of medical & other documentation, specimens and other blood products; Check and replace gas cylinders in wards or treatment areas and assist with shifting of medical equipment; Effective and efficient control of equipment and reporting of any defects of trolleys, beds and wheelchairs to supervisor Take responsibility for transportation of corpses from wards to the mortuary and perform relevant duties in mortuary Relief supervisor when required. |
| <u>ENQUIRIES NOTE</u> | : | Ms GP Storm Tel No: (021) 860-2844 |
| | : | No payment of any kind is required when applying for this post. |
| <u>POST 23/514</u> | : | <u>DENTIST GRADE 1 TO 3 (MAXILLOFACIAL AND ORAL SURGERY) (SESSIONAL) (8 HOURS PER WEEK) (X3 POSTS)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R487 per hour Grade 2: R572 per hour Grade 3: R662 per hour |
| <u>CENTRE REQUIREMENTS</u> | : | Oral Health Centre, Tygerberg/Mitchell's Plain |
| | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a Professional Council: Registration with the HPCSA as a Dentist. Experience: Grade 1: None after registration as Dentist with the HPCSA in respect of SA-qualified employees 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 2: Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health |

professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. **Grade 3:** Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirements of the job: A valid (Code B/EB) driver's licence (the successful incumbent will be required to provide services across the Oral Health platform). Competencies (knowledge/skills): Appropriate experience in Maxillofacial and Oral Surgery. Postgraduate qualification in Minor Oral Surgery, Dental Implantology, or a Master degree in a clinical discipline of Dentistry. Appropriate experience in teaching and training of undergraduate dental (dentistry, dental therapy, oral hygienist) students in a clinical environment at an academic institution. Appropriate post qualification clinical experience.

DUTIES : Manage and treat patients in the Maxillofacial Oral Surgery clinic. Oral surgery procedures. Assess students' preparedness (theory and clinical). Ensure optimal and safe patient care. Record keeping and administration in the Maxillofacial Oral Surgery. Administration duties involved in undergraduate training in the Department.

ENQUIRIES : Dr N Behardien Tel No: (021) 937-3081/3087

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

POST 23/515 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OPHTHALMOLOGY) (SESSIONAL: 19 HOURS PER WEEK)**
(3-Year Contract)
Chief Directorate: Rural Health Services

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

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Ophthalmology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Ophthalmology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Ophthalmology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Ophthalmology. Inherent requirement of the job: A valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Sufficient and appropriate clinical experience in the management of Ophthalmology related illnesses. Extensive experience in Ophthalmological surgery, particularly cataract and trauma surgery. Experience in teaching and conducting research will be considered an advantage. Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits or research and publications. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

DUTIES : Render an efficient and cost-effective Ophthalmology service to patients managed by the institution and district as the Rural East Ecosystem, by balancing throughput with quality. Ensure effective and efficient administration

of the Ophthalmology Division. Ensure the rational use of resources (medical/surgical sundries and equipment) and apply antibiotic stewardship, patient audits and Clinical Governance. Ensure appropriate training of all clinical staff, including students, Cosmos and staff in District Hospitals. Organize and partake in Outreach and Support services on consultant as well as surgical basis, to the Rural East Ecosystem with the strive to achieve the aim of prevention of blindness in the Rural East Ecosystem. Participate and organize clinical and demographic studies where possible. Ensure good relations with patients, nursing staff, colleagues and referral services at tertiary level.

**ENQUIRIES
NOTE**

: Dr AH Stark Tel No: (044) 802-4504
 : No payment of any kind is required when applying for this post. Candidates are subjects 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).

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
NOTE**

: 27 July 2026
 : 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 23/516

: **ARCHITECT (PRODUCTION LEVEL): ARCHITECTURAL SERVICES REF NO: DOI 58/2026**

**SALARY
CENTRE
REQUIREMENTS**

: Grade A: R791 604 per annum, (OSD as prescribed).
 : Department of Infrastructure, Western Cape Government.
 : An appropriate B degree in Architecture or relevant qualification; Three years post-qualification relevant architectural experience; Compulsory registration with SACAP (South African Council for the Architectural Profession) as a Professional Architect; A valid driving licence. Competencies: Working knowledge of the following: Architectural planning & design, producing construction documentation and administration of NEC4 contracts; Autodesk AutoCAD, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Project; Autodesk Revit & Sketchup. Technical: Programme and project management; Architectural design and analysis knowledge; Computer-aided architectural applications; Research and development; Knowledge of legal compliance; Technical report writing; Creating high performance culture; Networking; Professional judgment. Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication;

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| <u>DUTIES</u> | : | Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation. Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; Provide architectural advice and technical support in the evaluation of solutions; Ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates prepared by building designers and/or sub-professional personnel; and ensure adherence to the requirements of professional registration; Human Capital Development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural work and processes; and Administer performance management and development; Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and SCM; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; and Liaise with relevant bodies/councils on architectural-related matters. |
| <u>ENQUIRIES</u> | : | Ms C Skillicorn Tel No: (021) 483 4605. |
| <u>POST 23/517</u> | : | <u>ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): ROAD CONTRACT SERVICES REF NO: DOI 130/2025 R1</u> |
| <u>SALARY</u> | : | Grade A: R471 720 per annum, (OSD as prescribed). Grade C: R717 846 per annum, (OSD as prescribed). |
| <u>CENTRE REQUIREMENTS</u> | : | Department of Infrastructure, Western Cape Government. Bachelor of Technology in Engineering (B Tech) or relevant qualification; Three years post qualification Engineering Technologist experience required; Compulsory registration with ECSA as a Professional 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. |
| <u>DUTIES</u> | : | 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. |
| <u>ENQUIRIES</u> | : | Mr N Sambo Tel No: (021) 483 5458. |
| <u>POST 23/518</u> | : | <u>ACCOUNTING CLERK: SALARIES REF NO: DOI 59/2026</u> |
| <u>SALARY</u> | : | R237 453 - R279 708 per annum (Level 05). |
| <u>CENTRE REQUIREMENTS</u> | : | Department of Infrastructure, Western Cape Government. Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; 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 operating systems (PERSAL (Personnel Administration), BAS (Basic Accounting System), LOGIS (Logistical Information System)). Skills needed: Written and verbal communication; Proven computer literacy; Ability to work independently and as part of a team.

DUTIES

Receive salary advice; Capture all deductions; Basic Tax; Process invoices (capture payments); Clear suspense accounts; Compile journals and Filing of all documents.

ENQUIRIES

: Ms J Davids Tel No: (021) 483 4040.

POST 23/519

: **FINANCE CLERK: BRANCHES (FA) REF NO: DOI 61/2026 (X2 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R237 453 - R 279 708 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; 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 operating systems (PERSAL (Personnel Administration), BAS (Basic Accounting System), LOGIS (Logistical Information System)). Skills needed: Written and verbal communication; Proven computer literacy; Ability to work independently and as part of a team.

DUTIES

: Receive invoices; Check invoices for correctness, verification and approval (internal control); Process invoices (capture payments); Clear suspense accounts; Compile journals and Filing of all documents.

ENQUIRIES

: Ms J Davids Tel No: (021) 483 4040.

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

: 27 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 23/520

: **DEPUTY DIRECTOR: THUSONG CENTRE MANAGEMENT (REGION A) REF NO: LG 14/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R932 292 per annum (Level 11), (all-inclusive salary package)
: Department of Local Government, Western Cape Government.
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management experience. Competencies: Working knowledge and understanding of the following: Community Development; Composition of communities and their functioning in the Western Cape; Monitoring and reporting procedures; Municipal finances (MFMA); Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the knowledge and information pertaining to the line function; Project

management; Operational management practices; Procurement and tendering processes; Policy development, operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Literacy; Computer literacy; Language; Project Management; Accounting / Finance / Audit; Written and verbal communication; Management; Analytic; Conflict management; Interpersonal; Organising and planning; Strategic planning Interpersonal relationship; Problem solving; Ability to facilitate group activities.

DUTIES : Operational Implementation and strategic management of the Thusong Service Centres; Operational implementation and strategic management of Thusong Mobiles (Outreach); Manage the monitoring, evaluation and reporting on the progress of the Thusong programme; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management; Financial Management.

ENQUIRIES : Ms A Robinson Tel No: (021) 483 5106 / 8396.

POST 23/521 : **ASSISTANT DIRECTOR: MUNICIPAL REGIONAL SUPPORT REF NO: LG 15/2026 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R487 197 - R573 897 per annum (Level 09)
 : Department of Local Government, Western Cape Government.
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Public Sector Finance; Financial legislation in the public sector; Applicable financial management systems; Monitoring and reporting procedures; Statistical packages; Municipal finances project management. Skills in the following: Computer literacy; Written and verbal communication; Management skills; Analytical skills; Conflict Management; Interpersonal skills; Organising and planning skills; Presentation skills.

DUTIES : Strengthen the internal capacity of Municipalities to deliver on their mandate; Manage and co-ordinate municipal support interventions; Monitor and evaluation cross-cutting projects (Shared Services, Grant Management, Performance Management at municipal level); Gather all relevant information related to Municipal Performance and Compliance; Human Resource Management; Financial Management.

ENQUIRIES : Dr S Johnstone Tel No: (021) 483-4647

POST 23/522 : **ADMINISTRATIVE OFFICER: AUXILIARY SERVICE REF NO: LG 02/2026**

SALARY CENTRE REQUIREMENTS : R338 106 – R398 277 per annum (level 07).
 : Department of Local Government, Western Cape Government.
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge and understanding of the following: Occupational Health and Safety Act; Public services act, Regulations and Code of conduct; Batho Pele principles; GIAMA; 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; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Public finance, human resources and discourse management processes; Public Finance Treasury Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Good organization and planning; Interpersonal and communication; Analytical thinker; Computer skills

- Word for Windows, Excel and PowerPoint; Decision-making; Minute taking; Conflict Resolution; Ability to work in a team and independently
- DUTIES** : Coordinate GIAMA and Accommodation Management matters; Landline and Telephone Administration; Training and Awareness Support; Supervise human resource staff.
- ENQUIRIES** : Ms M Coerecuis Tel No: (021) 483 5122.

DEPARTMENT OF THE PREMIER

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 27 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 23/523** : **DEPUTY DIRECTOR: MANAGEMENT AND LEADERSHIP DEVELOPMENT**
REF NO: DOTP 77/2026

- SALARY** : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) or equivalent or higher in Human/Social Sciences or related; A minimum of 3 years' middle management level experience. Competencies: Advanced knowledge and understanding of the following: Communities of Practice pertaining to an innovation ecosystem; Leveraging technology to promote innovation; Knowledge management in the innovation space, including linkages to a repository of smart practices; Theory and practice of human resource development, including outcomes-based education and training (OBET); The statutory and strategic human resource development frameworks of the public service; The implementation of human resource development interventions in an adult learning environment; The subject matters which the Sub-directorate is responsible for; Curriculum development; Quality assurance in a human resource development environment; Human resource development needs analysis; Training and development impact assessment; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; People management; Financial management. Skills needed: Communication and deliberation; Analytical and innovative problem-solving; Conceptual and formulation; Networking, liaison and consultation; Negotiation, persuading and influencing; Research; Leadership and adaptable/agile decision-making; People management, team building and interpersonal; Planning and organising; Computer literacy.
- DUTIES** : Manage the provision and facilitation of innovative, special, and management and leadership learning programmes; Operational management, inclusive of the execution of assigned portfolio in terms of the establishment and maintenance of the Innovation Hub and the provision of innovation facilitation services; Development and implementation of a future-focused and integrated management and leadership development framework; Human resource management processes within the Sub-directorate; Financial management with regards to allocated budget.

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|----------------------------|---|---|
| <u>ENQUIRIES</u> | : | Ms. Lizré Botha Tel No: (021) 865 8028. |
| <u>POST 23/524</u> | : | <u>DEPUTY DIRECTOR: SUPPORT SERVICES REF NO: DOTP 79/2026</u> |
| <u>SALARY</u> | : | R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package) |
| <u>CENTRE</u> | : | Department of the Premier, Western Cape Government. |
| <u>REQUIREMENTS</u> | : | An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience in an institutional environment. Competencies: Knowledge and understanding of decision support systems; Knowledge and understanding of the latest advances in public management theory and practice; Knowledge and understanding of policy analysis, policy development, and operational management, monitoring and review processes; Knowledge of and 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 modern systems of governance and administration; Knowledge and understanding of public service procedures, processes and systems; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. |
| <u>DUTIES</u> | : | Oversee the maintenance and optimal functioning of buildings at Kromme Rhee to ensure a safe, compliant and conducive working and learning environment; Manage the maintenance and upkeep of the estate terrain, including landscaping, groundskeeping and environmental sustainability practices; Ensure effective delivery of housekeeping services, maintaining high standards of cleanliness, hygiene and presentation across facilities; Coordinate and oversee estate management services, including space utilisation, asset control and compliance with relevant policies and regulations; Develop and implement maintenance schedules, service level agreements and monitoring systems to ensure efficient service delivery; Manage service providers and contractors, ensuring performance standards, cost-effectiveness and compliance with procurement processes; Ensure adherence to health and safety standards, risk management protocols and statutory requirements within the estate and facilities. |
| <u>ENQUIRIES</u> | : | Ms. Lizré Botha Tel No: (021) 865 8028. |
| <u>POST 23/525</u> | : | <u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: DOTP 66/2026</u> |
| <u>SALARY</u> | : | R487 197 - R573 897 per annum (Level 09) |
| <u>CENTRE</u> | : | Department of the Premier, Western Cape Government. |
| <u>REQUIREMENTS</u> | : | An appropriate 3-year B-Degree in Financial Management at NQF level 7 (equivalent or higher). A minimum of 3 years of relevant supervisory experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; Public Service Act, 1994, as amended; Basic Conditions of Employment Act; Relevant systems (Basic Accounting System and Logistical Information System); Understanding of public service accounting procedures, processes and systems; Performance management in general. Skills needed: Written and verbal communication; Proven computer literacy; Numeracy and literacy; Project Management; Accounting and Financial Management; People Management. |
| <u>DUTIES</u> | : | Collection and recording of revenue: Cashier, banking service and electronic payments; Claims management; Monitoring and reporting on revenue; Expenditure management: Compensation of employees; Goods and services; Transfers and subsidies; Reporting; Supervise employees to ensure an effective financial accounting service; Assist with inputs of Financial Statements. |
| <u>ENQUIRIES</u> | : | Mr L Petersen Tel No: (021)483 5758 |

POST 23/526 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: DOTP 68/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year B-Degree in Financial Management at NQF level 7 (equivalent or higher); A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; Public Service Act, 1994, as amended; Basic Conditions of Employment Act; Relevant systems (Basic Accounting System and Logistical Information System); Understanding of public service accounting procedures, processes and systems; Performance management in general. Skills needed: Written and verbal communication; Proven computer literacy; Numeracy and literacy; Project Management; Accounting and Financial Management; People Management.

DUTIES : Monitoring and compiling inputs to financial reporting, including Interim Financial Statements and Annual Financial Statements; Overseeing cash management function (banking, petty cash, cashier functions, entity maintenance); Management of payments: Sundry, LOGIS and PERSAL including batch control; Management of claims recoverable account including other non-salary suspense accounts; Financial reporting and monitoring: Plan and manage the compilation of inputs to the Interim financial statements (IFS) and Annual Financial Statements (AFS); Ensure that the information submitted for the IFS/AFS disclosure is checked and verified; Ensure the accurate and timeous compilation and submission of IFS/AFS including sound supporting documentation; Managerial functions.

ENQUIRIES : Mr L Petersen Tel No: (021) 483 5758

POST 23/527 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DOTP 70/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in social sciences/humanities/industrial psychology/public management science or a related field of study; A minimum of 3 years relevant experience. Competencies Knowledge of the following: Policies and frameworks regarding to employee wellness programmes in government; Quantitative and qualitative research methodologies; Latest advances in employee health and wellness theory and practice; Statutory framework governing the broad management of the Public Service; Employee health and wellness theory, practice and techniques; Appreciative inquiry; Functions of the various components of the WCG to ensure a holistic, integrated approach to interventions; Project management; Monitoring and evaluation tools; Supply Chain Management Procedures and Contract Management regarding vendor invoices, payments and expenditure; Researching and Analysing; Relating and Networking; Persuading and Influencing; Delivering Results and Meeting Customer Expectations; Deciding and Initiating Action; Leading and Supervising; Adhering to Principles and Values; Presenting and Communicating Information; Planning and Organising; Adapting and Responding to Change; Coping with Pressures and Setbacks. Skills needed: Proven computer literacy; Communication (written and verbal); Consulting and networking; Conscientiousness and accuracy; Report writing; Supervising; Analytical; Numeracy.

DUTIES : Communication and awareness of EHW services and programmes; Management of EHW advisory services and EHW Project plans; Develop relevant EHW governance and standards; Management of Supply Chain Management Procedures and Contract Management; Reporting on EHW utilisation and trends; Supervising the EHW practitioner(s); planning relevant projects for the client; monitoring service provided by the service provider and the utilisation of the report on relevant executed projects on various reporting and statistical platforms; monitoring service provider SLA compliance.

ENQUIRIES : Ms F. Gallie Tel No: (021) 466 9704

POST 23/528 : **ASSISTANT DIRECTOR: MONITORING AND AWARENESS REF NO: DOTP 75/2026**

SALARY : R487 197 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government.

REQUIREMENTS : An appropriate qualification in Social and administrative sciences at NQF level 6 as recognised by SAQA; A minimum of 5 years 'relevant experience. Competencies: Knowledge of and 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 procurement and tendering processes; Knowledge and understanding of policy development, and operational management, monitoring and review processes; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge and understanding of public finance, human resources and discourse management processes; Knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Knowledge and understanding of the policies of the government of the day; Knowledge and understanding of Labour Relations legislation and regulations; Knowledge and understanding of performance management in general; Knowledge and understanding of the functions and competencies of the different spheres of government; Knowledge of public communication, public education, public engagement and discourse management processes; Knowledge of the needs, interests and rights of children, and stakeholders within the sector; Knowledge of critical issues and challenges which children face; Interpret and apply relevant policies and procedures; Facilitation and Presentation skills; Research skills.

DUTIES : Monitor the level of service delivery to children in the Western Cape: Implement a confidential and robust application mechanism for applications by the public regarding matters for advocacy monitoring and research; Participate in monitoring and evaluation exercises, program reviews and annual reviews with government and other counterparts to assess progress and to determine required action/interventions to achieve results; Prepare/assess monitoring and evaluation reports to identify gaps, strengths / weaknesses in program and management, identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals. Monitor the implementation of legislation, international conventions and agreements relating to children in the Western Cape: Monitor and keep abreast of current and future legislation, international conventions, treaties and agreements, and the extent to which they are being implemented in the Western Cape; Work closely and collaboratively with internal and external colleagues and partners to discuss strategies and methodologies relating to protecting the needs, interests and rights of children. Create awareness and an understanding of the Western Cape Children's Commissioner functions, as well as Children's right with identified audiences: Organise and implement public awareness programmes and interventions aimed at children's rights, using various platforms and mediums; Organise the promotion and incorporation of information in at least three official languages of the Western Cape into various platforms and through disbursements by partners. Conduct research and report on matters relating to the rights and interests of children in the Western Cape, including the activities of the Children's Commissioner: Assess the needs, interests and rights of children in the Western Cape; Provide support in organising and communicating data to stakeholders and partners; Monitor project compliance to research protocols and ethics principles; Disseminate and report on the information derived from advocacy; Submit annual written reports to the WCPP and, where called upon, brief the relevant portfolio committee. Operational management. Planning: Schedule and align all the tasks and activities to be included in the division's project and work plans to enable the formulation and efficient execution of the sub directorate's plans; Adapt or develop processes and methodologies to ensure effective execution of the division's functions. Executing: Ensure and improve the efficient implementation of the sub directorate's organisational functions, taking into account work organisation and technology capacity requirements; Plan and

manage the operational workload of the division, and provide instructions and guidance to employees in the division. Monitoring, Evaluation and Reporting: Provide accurate records of and information on the division's work progress, work performance and actions taken to address lack of progress, that account for its work results; Provide timely information on deviations from expected progress against work and project deliverables. Records and Information Management: Determine the current state of information capacity (against the required level) in the division and initiate action to address information capacity gaps; Implement and improve the application of procedures for knowledge management, organisational learning and service delivery improvement in the division. People management administration: Determine the current state of people capacity (against the required level) in the division and initiate action to address people capacity gaps; Participate in recruitment and selection of employees for the division; Manage the performance, evaluation and rewarding of employees in the division; Optimise the operations of your division in a manner that considers health, safety, and wellness issues. Financial management: Provide inputs to the sub directorate's budget, and monitor expenditure, where applicable; Organise the appropriate scheduling of financial transactions in the division (as applicable) so that the necessary procedures can be implemented as required; Oversee provisioning and procurement (where applicable) and asset management.

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

POST 23/529 : **ASSISTANT DIRECTOR: PROVINCIAL PROGRAMME AND PROJECT PERFORMANCE REF NO: DOTP 76/2026**

SALARY CENTRE REQUIREMENTS : R487 197 - R 573 897 per annum (Level 09)
 : Department of the Premier, Western Cape Government.
 : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years relevant supervisory level experience in performance planning, data management and data sharing environment. A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Results Based Monitoring and Evaluation and Theory of Change planning; Performance data management systems; Communication, public relations, public participation and provincial strategic environment; Latest advances in public management theory and practice on programme performance planning, implementation and monitoring and evaluations; Data collection, processing, analytics and performance data sharing; Provincial performance planning and reporting processes; Technical standards and procedures relating to performance data; Needs and priorities of performance data for stakeholders; Facilitation of workshops and training; Database/framework management and administration; Policies of the government of the day; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Constitutional, legal and institutional arrangements governing the South Africa public sector; Inter-governmental relations; Skills in the following: Proven computer literacy; Communication (written and verbal); Data Analytics; Numeracy and literacy; Performance data management; Performance data sharing; Information and Data Technology; Formal Training; Strategic and performance planning; Ability to work independently and as part of a team.

DUTIES : Produce a set of relevant, accurate and insightful data and evidence products aligned to the Results Based Monitoring and Evaluations (RBM&E) and Data Governance approaches; Transform the capabilities of the data and evidence services; Build an emerging data ecosystem; Build and advance a responsive Provincial Data Office (PDO) operating model.

ENQUIRIES : Mr J Barnard Tel No: (021) 483 4569/ Jacques.Barnard@westerncape.gov.za.

POST 23/530 : **ASSISTANT DIRECTOR - PERSAL AND ESTABLISHMENT CONTROL REF NO: DOTP 78/2026**

SALARY CENTRE REQUIREMENTS : R487 197 - R573 897 per annum (Level 09).
 : Department of the Premier, Western Cape Government.
 : An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher) in Human Resources or related. A minimum of 5 years' experience in Establishment Administration and PERSAL. Competencies: Knowledge of HR policies, Resolutions, Determinations and Legislation. Working with detail, analytical thinking, ability to conceptualise and innovative mindset; Excellent

DUTIES

communication (written and verbal) and presentation skills; Research skills; Proven computer literacy.

: Manage and supervise staff relating to PERSAL and establishment administration and perform the more complex work in that regard: Establishment Administration – Transactional management: Correct and timeous post creation, amendments and abolishing in line with relevant authorisations (OD investigations and additional appointments). Establishment Administration - Project Management: Apply project management principles in the implementation of organisational design changes and staff movements; Ensure compliance with approved structures, timelines, and service delivery standards; implement new structures on PERSAL and render support services for personnel implications (e.g., matching and placement, upgrades, downgrades, excess, and staff movements); PERSAL User Administration - Develop, maintain and implement PERSAL manuals, procedures and guidelines; coordinate user training initiatives and provide technical support and helpdesk services to departments; Transactional Management: Correct and timeous management of user profiles and functions relating to job purpose; Providing of PERSAL information & reports to clients; Provide advice on transactions based on in-depth knowledge of PERSAL and HR policies. PERSAL User Administration - Project Management, Conduct audits on user access, financial system interlinkages (BAS–PERSAL alignment), and data integrity; Ensure compliance with governance frameworks, audit requirements, and risk mitigation processes; Maintain audit readiness and support reporting requirements to oversight structures, migration and interfaces; Perform managerial/supervisor tasks: Compile information for top management and provide people administrative information (including statutory reporting) relevant to job scope; Maintain databases, People management, People development (motivate, train and guide staff; monitor information capacity building) & participation in recruitment and selection of staff. Leave management, discipline & promote sound labour relations. Performance management of staff: Oversee compliance, governance and risk management within the functional area; Ensure proper records management, reporting and information integrity; Give strategic direction and manage policy issues with regard to the functions of the components under his/her command.

ENQUIRIES

: Ms A De Vries Tel No: (021) 483 2732.

POST 23/531

: **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DOTP 69/2026**

SALARY

: R413 001 - R486 501 per annum (Level 08)

CENTRE

: Department of the Premier, Western Cape Government.

REQUIREMENTS

: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in accounting or financial management; A minimum of 1-year relevant experience in a Financial/Accounting environment. Competencies: Knowledge of the legislation, regulatory frameworks and policies; Knowledge of operational management practices; Knowledge and understanding of procurement and tendering processes; Knowledge and understanding of public service procedures, processes and systems; Knowledge and understanding of Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and Collective Agreements; Knowledge of the National Treasury Regulations (NTR); Knowledge of the Division of Revenue (DORA); Knowledge of the Basic Accounting System (BAS); Knowledge of the Logistical Information System LOGIS; Knowledge of the compilation of financial statements; knowledge and understanding of Labour Relations legislation and regulations; Knowledge and understanding of performance management in general.

DUTIES

: Render effective and efficient Sundry (BAS) payments; Provide bookkeeping and financial accounting services; Salary Administration: Verify the calculation of South African Revenue Services (SARS) deductions; Coordinate and collate the payroll certification and quality assure all payroll transactions; Calculate Occupational Specific Dispensation (OSD) salaries when required; Processing of members remuneration and SARS deductions on the Personnel and Salary System (PERSAL); Verify and authorise employee payments on the relevant system; Verify and authorise SARS payments on the relevant system; Reconcile employees and SARS payments and submit bi-annual and annual recons to SARS; Authorise claims (e.g. subsistence and travel, cell phone and data); Verify the filing of all documentation; PERSAL/BAS Reconciliation;

Maintain and monitor the Computerised Payslip System (CPS); Report salary related matters to supervisor; Verify that documentation, including payments are uploaded, and filed and provided to Internal Control; Collate and provide information relating to salary administration for decision making; Maintain and update Departmental Standard Operating Procedures and Circulars according to the requirements Respond to salary related queries.; Debt Management; Supervisory Functions.

ENQUIRIES : Mr L Petersen Tel No: (021) 483 5758.

POST 23/532 : **HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: DOTP 71/2026**

SALARY CENTRE REQUIREMENTS : R413 001 - R486 501 per annum (Level 08)
: Department of the Premier, Western Cape Government.
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher). A minimum of 1 years' relevant experience. Competencies: Knowledge of the following: Policy Development; 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; Human Resource Development legislation and documentation e.g. Skills Development Act, National Skills Development Strategy, National Human Resource Development, SAQA Act, Skills Development Levies Act, Sectorial plans (relevant to SETA), White Paper on Public Service Training and Education; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Research, Project Management; Problem Solving. Analytical thinking; Budgeting. Ability to work independently and as part of a team; Ability to work under pressure and meet deadlines.

DUTIES : Internships and Learnerships implemented and Managed: Recruitment, Selection and Placement of Internships and Learnerships; Monitoring of Internship Programmes; Reports on Internship Programmes; Strategic Partnerships; Bursaries implemented and managed; Awarding of Bursaries; Administration of Bursaries; Monitoring of Bursaries; Contract management of Bursaries; Administration of recognition of Improved Qualifications; Scrutinising of Applications; Administration of the Recognition of Improved Qualification process; Reporting on Recognition of Improved Qualifications; Report writing; Compile management reports on Bursaries, Youth Programmes and Recognition of Improved Qualifications; Compile reports to HOD's DPSA and PSETA; Supervision of HRD Clerk.

ENQUIRIES : Ms A Bredenhann Tel No: (021) 483 9456 or alternatively Ms B Kirkwood Tel No: (021) 483 2024.

POST 23/533 : **HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: DOTP 73/2026**
(1 Year contract position)

SALARY CENTRE REQUIREMENTS : R413 001 - R486 501 per annum (Level 08)
: Department of the Premier, Western Cape Government.
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Policy Development; 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; Human Resource Development legislation and documentation e.g. Skills Development Act, National Skills Development Strategy, National Human Resource Development, SAQA Act, Skills Development Levies Act, Sectorial plans (relevant to SETA), White Paper on Public Service Training and Education; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Research, Project Management; Problem Solving; Analytical thinking; Budgeting; Ability to work independently and as part of a team; Ability to work under pressure and meet deadlines.

DUTIES : Internships and Learnerships implemented and Managed: Recruitment, Selection and Placement of Internships and Learnerships; Monitoring of Internship Programmes; Reports on Internship Programmes; Strategic Partnerships; Bursaries implemented and managed; Awarding of Bursaries; Administration of Bursaries; Monitoring of Bursaries; Contract management of

Bursaries; Administration of recognition of Improved Qualifications; Scrutinising of Applications; Administration of the Recognition of Improved Qualification process; Reporting on Recognition of Improved Qualifications; Report writing; Compile management reports on Bursaries, Youth Programmes and Recognition of Improved Qualifications; Compile reports to HOD's DPISA and PSETA; Supervision of HRD Clerk.

ENQUIRIES : Ms A Bredenhann Tel No: (021) 483 9456.

POST 23/534 : **ADMINISTRATIVE SUPPORT OFFICER REF NO: DOTP 74/2026**

SALARY : R338 106 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate qualification at NQF level 6 as recognised by SAQA; A minimum of 1-2 years relevant administrative experience. Competencies: Knowledge: Proven knowledge of general office administration processes; Proven knowledge of database and information management processes; Proven knowledge of project administration processes; Proven knowledge of record-keeping legislation, regulations, policies, prescripts and processes; Proven knowledge of people management prescripts, policies and processes; Proven knowledge of Supply Chain Management; Computer Literacy skills; Language skills; Accounting, Finance and Audit.

DUTIES : Drafting of documents, correspondence and Liaison: Draft submissions, reports, and correspondence for the component, as required; Liaise with relevant stakeholders on matters pertaining to the line function, as required; Provide advice and guidance on the layout and quality of official documents for the component. Administrative processes: Actively participate in and provide inputs into the development, enhancement and implementation of administrative processes to improve the effectiveness and efficiency of the component's functioning; Guide, advise, and build the capacity of relevant stakeholders in adhering to new and improved administrative processes; Track deadlines and due dates, and issue timely reminders to relevant stakeholders of tasks/feedback/information that is required in terms of the line function. Project administration / regulatory administration: Render administrative support in respect of projects, including; Financial administration (budgets, expenditure monitoring, procurement, record-keeping/contract management, and reporting); Logistics and secretariat (scheduling of project meetings, agendas, venues, catering, minute-taking); Record-keeping and project activity tracking; Stakeholder engagement, correspondence and liaison. Record-keeping: Ensure that full and proper records are kept of the component's activities, including; Maintenance of registers; Scanning and filing of documents (hard copies and electronic records, as required); Adherence to the approved file plan of the department; Liaison with Registry to retrieve and return files. People management administration: Maintain and continuously update people management-related registers; Provide administrative support for people management processes, such as recruitment and selection, performance management, leave tracking, etc; Deal with queries and provide advice on general people management prescripts and processes. Render administrative support in relation to databases and information management: Enter information and data into systems and databases accurately; Perform searches on databases; Compile reports based on data and information as required; Verify the correctness of data, statistics, and information; Perform regular checks to ensure the ongoing integrity of data on systems and databases. Provide logistics and secretariat services to the component: Arrange strategic/operational planning sessions, meetings, workshops, and other events, as required, including: Travel and accommodation logistics; Venues and catering; Drafting submissions to get the required approvals; and Provide guidance and support to relevant stakeholders in terms of Subsistence and Travel (S&T) claims; Draft and distribute agendas; Send out appointments and follow up on attendees; Attend meetings, take minutes (may be verbatim), and distribute them to relevant stakeholders; Monitor upcoming events and report-back imperatives; Represent the component at meetings, as required. Render financial administration support the component: Prepare information for the Medium Term Expenditure Framework (MTEF) budgeting process; Collate and capture financial information on monthly reporting templates; Complete procurement and other financial forms according to the Supply Chain Management (SCM) system requirements; Provide SCM support to the various Bid Committees, as required; Submit urgent, emergency, impractical and

unplanned requisitions that are not on the procurement plan; Provide record-keeping and information management in respect of contracts; Verify that goods received are in line with orders in terms of quality and quantity; Prepare and submit petty cash requisitions; Perform asset control functions for the component and update the asset register; Provide support to relevant stakeholder in reporting losses and damages to Internal Control.

**ENQUIRIES
APPLICATIONS**

: Ms. S Roberts - Sarah.Roberts@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://westerncapegov.erecruit.co>

POST 23/535

: **ADMINISTRATIVE OFFICER: DG SUPPORT REF NO: DOTP 80/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R338 106 - R398 277 per annum (Level 07)
: Department of the Premier, Western Cape Government
: An appropriate tertiary qualification (National Diploma/B-Degree or higher); a minimum of 3 years' work experience. Competencies: Participation in the recruitment and selection of employees; Motivate train and guide employees. Manage the performance, evaluation and rewarding of employees; Monitor information capacity building; Promote sound labour relations; Maintain discipline; Give direction to and manage policy issues with regard to the functions of the component under his / her command; Allocate duties to employees, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards; Determine workflow requirements; Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Knowledge of operational management practices; Knowledge and understanding of procurement and tendering processes; Knowledge and understanding of modern systems of governance and administration; Knowledge and understanding of public service procedures, processes and systems; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge and understanding of public finance, human resources and discourse management processes; Knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Knowledge and understanding of the policies of the government of the day. Skills: Numeracy, Literacy, Computer Literacy. Language skills: Other; Computer literacy; Organising; problem-solving; Ability to perform routine tasks; Interpersonal skills; Ability to speak at least two of the official languages of the Province; Excellent report writing skills and excellent minute-taking skills.

DUTIES

: Draft submissions, reports, minute-taking and correspondence for the component; Render general administrative support to the component; Collate and consolidate inputs into policies, strategic and operational plans, guidelines, frameworks and other documents, as required; Assist with the coordination of parliamentary questions. Liaise with the Information Technology (IT) department regarding faulty electronic equipment as well as installation of new equipment; Liaise with the Department of Infrastructure with regard to faulty equipment, moving, repairs and/or fixtures; Liaise with telecom component with regard to the installation of new telephones and/or faulty telephones; Coordinate and arrange GG vehicle as needed. Administrative processes; Actively participate in and provide inputs into the development, enhancement and implementation of administrative processes to improve the effectiveness and efficiency of the component's functioning; Guide, advise, and build the capacity of relevant stakeholders in adhering to new and improved administrative processes; Track deadlines and due dates, and issue timely reminders to relevant stakeholders of tasks/feedback/information that is required in terms of the line function; Writing memos and letter; Compile and maintain relevant data-bases; Administrative duties related to finance, procurement and assets of the Directorate; Assist with secretarial functions; Keep stock of stationary; Maintain photocopiers/binders; Disposal of archival material in line with archive instructions and assets.

ENQUIRIES

: Ms Nozipho Maholwana Tel No: (021) 483 4211

WESTERN CAPE PROVINCIAL TREASURY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 27 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 23/536** : **DEPUTY DIRECTOR: REVENUE ANALYSIS RESEARCH AND MODELLING**
REF NO: PT 15/2026 (VARIOUS POSTS AVAILABLE)

- SALARY** : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Provincial Treasury, Western Cape Government.
- REQUIREMENTS** : Honours Degree (equivalent or higher qualification) in Economics/Finance/Business Administration/Public Policy; a minimum of 3 years' junior management experience in Finance/Economics and or related field. A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge in the following: Proven macro and socio-economic knowledge base; Knowledge and experience in policy making; Knowledge of Local Government and Municipality legislation and practice codes; Proven knowledge and experience in Project and Financial management; Understanding of the South African Tax system; Understanding the South African Public Finance System; Fiscal government policy; Knowledge of and working experience with the local government legislation, MFMA Treasury regulatory frameworks and accounting principles, 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; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge and understanding of public finance, human resources and discourse management processes; Knowledge and understanding of the Municipal Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Knowledge and understanding of the policies of the government of the day; Knowledge and understanding of Labour Relations legislation and regulations; Knowledge and understanding of performance management in general.
- DUTIES** : Develop, implement, monitor and review revenue enhancement strategy through inter alia: Assess and recommend on revenue proposals from the departments; Contribute to discussions regarding an equitable division of

revenue; Coordinate and monitor the medium terms revenue planning process; Provide revenue inputs into MTBPS/ Budget Processes; Promote and enforce transparent and effective revenue management, through inter alia; Develop effective tools and techniques to maximize the collection of revenue owed to the province; Promote efficient and effective development of own revenue generating capacity; Coordinate revenue forums, report on revenue performance and assess revenue trends; Conduct site visits on various revenue collecting institutions.

ENQUIRIES : Mr Owen Willcox Tel No: (021) 483 6611

POST 23/537 : **ASSISTANT DIRECTOR (ACCOUNTING PRACTITIONER): LOCAL GOVERNMENT ACCOUNTING REF NO: PT 14/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Provincial Treasury, Western Cape Government.
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Accounting or Finance (with Auditing 3 as a major subject). A minimum of 3-5 years' experience in accounting environment; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Strong financial background specifically in Public Sector Finance (E); Financial norms and standards (Public Finance Managements; Act, National Treasury regulations, Provincial Treasury Directives etc) (E); Medium-Term Expenditure Framework Budget process and procedures (E) Adjustments Estimate process and procedures (E); Basic accounting system and its structures (E); Appropriation accounts; Have knowledge of submissions to Accounting Officer, Ministers, Cabinet, Treasury, (E); PERSAL (E); Computer literacy, Microsoft Office (E). Skills needed: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Demonstrate the ability to use the following IT Software; Word; Excel; PowerPoint; Internet; Accounting systems; Reporting tool.

DUTIES : Perform an in-depth analysis and compile a report of audit findings from the Auditor General South Africa (AGSA) reports in order to provide bespoke guidance; training and support to municipalities; Prepare the analysis of Consolidated Management Report Analysis to identify common issues for dissemination to municipalities; Engage and assist municipalities about progress on addressing issues raised by AGSA during the previous year audit to resolve and reduce audit findings; Assess the municipalities regarding their accounting process to comply with accounting reforms by using the Financial Management; Capability and Maturity Model (FMCMM) that seeks to identify gaps that might pose risks soon; Conduct municipal engagements to discuss capabilities of municipalities with regard to the levels in respect of the current state and provide recommendations to the desired state; Monitor the municipalities progress on municipal governance action plans (FMCMM) (encourage and assist the municipalities to perform self-assessment in order to address any gaps found within their processes and assist/advise them to build standard operating procedures to mitigate the gaps).

ENQUIRIES : Mr F Salie Tel No: (021) 483 4252

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 : 27 July 2026

NOTE : Only applications submitted online will be accepted. 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 on 0861 370 214. 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. By applying for this post, 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. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates for SMS posts will be subjected

to a technical exercise that intends to assess relevant functional elements of the job and an interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to 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 in 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>. The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, 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 the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

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| <u>POST 23/538</u> | : | <u>REGIONAL DIRECTOR: METRO SOUTH REF NO: DSD 45/2026</u> |
| <u>SALARY</u> | : | R1 317 384 per annum (Level 13), all-inclusive salary package |
| <u>CENTRE</u> | : | Department of Social Development, Western Cape Government. |
| <u>REQUIREMENTS</u> | : | An appropriate NQF 7 or higher qualification as recognised by SAQA; A minimum of 5 years relevant middle/senior management level experience. Competencies: Extensive knowledge of applicable policies and procedures: Educational environment; Knowledge of the following: Applicable policies and procedures; Management principles. Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; People Management planning; Problem solving; Sound Budgeting skills; Communication and facilitation skills; Strategic thinking and planning. |
| <u>DUTIES</u> | : | Line Management: Strategic management, advice and guidance in respect of the following functional areas: Families and Children Programmes; Special Programmes; Social Crime Prevention Programmes; Support the service delivery unit (SDU) and service delivery partners with the implementation of programmes (children and families, and restorative services: Victim empowerment, crime Prevention and support, and substance abuse); District Business Planning, Information & Stakeholder Management; Manage operational business planning and monitoring processes; Community Development Programmes; Manage Corporate Services at Regional Level. Strategic Management (including Change Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Drive the Directorate's strategic planning process; Drive the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards; Evaluate regional performance against predetermined objectives and standards and report to the HOD; Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it; Foster and promote a culture of innovation within the Directorate, and the Department; Diligently perform all duties assigned to the post of Director. People Management: Participate in the |

recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Directorate; Monitor information capacity building within the Directorate; Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Manage participation in the budgeting process at Directorate level; Ensure the preparation of the Annual and Adjustment Budgets for the Directorate; Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure; Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate; Ensure that all spending is aligned with the strategic objectives of the Directorate and Department; Report to the Chief Director and relevant oversight role players/committees on all aspects of the Directorate's finances; Assume overall accountability for the management, maintenance and safekeeping of the Directorate's assets; Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate; Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Ms A van Reenen Tel No: (021) 483 3996 /Annemie.vanReenen@westerncape.gov.za

OTHER POST

POST 23/539 : **CHILD AND YOUTH CARE SUPERVISOR: PROFESSIONAL SERVICES (VARIOUS POSTS AVAILABLE IN CLANWILLIAM, LINDELANI, OUTENIEKWA AND VREDELUS) REF NO: DSD 44/2026**

SALARY : Grade 1: R255 534 – R290 877 per annum, (OSD as prescribed).
Grade 2: R301 647– R339 438 per annum, (OSD as prescribed).

CENTRE : Department of Social Development, Western Cape Government.

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 10 years appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Skills in the following: Proven computer literacy in MS Office; Communication (written and verbal) skills; Work effectively with Social Workers and members of multi- sectoral teams in social service delivery; Organising and planning; Conflict Management; Interpersonal; Report-writing; Computer literacy; Basic research and analytical skills; Presentation and facilitation; Monitoring and evaluation; Problem solving; Client orientation and customer focus; Ability to interpret policies and legislation.

DUTIES : Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Supervise and perform clerical/administration functions.

ENQUIRIES : Ms D Baugaard Tel No: (021) 826 5972

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.

SOUTH AFRICAN POLICE SERVICE (WESTERN CAPE)

APPLICATIONS

: Complete application forms must be hand-delivered to: South African Police Service, Customs House Building, Lower Heerengracht Street, Cape Town, 8000, posted to Private Bag X9004, Cape Town, 8000, emailed to:
Recruitment84@saps.gov.za
Recruitment88@saps.gov.za
Recruitment94@saps.gov.za
Recruitment93@saps.gov.za
Recruitment92@saps.gov.za
Recruitment82@saps.gov.za

CLOSING DATE **NOTE**

: 17 July 2026 at 16:00

: Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African

Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 23/540** : **ADMINISTRATIVE CLERK SUPERVISOR (X8 POSTS)**
- SALARY CENTRE** : R 338 106 per annum (Level 07)
: Khayelitsha Detective Services:
Delft Detective Services Ref No: WCSAC2/2026
Nyanga Detective Services Ref No: WCSAC3/2026
Mfuleni Detective Services Ref No: WCSAC4/2026
Mitchell's Plain Detective Services Ref No: WCSAC5/2026
Cape Town Central Detective Services Ref No: WCSAC6/2026
Kraaifontein Detective Services Ref No: WCSAC7/2026
Harare Detective Services Ref No: WCSAC8/2026
- REQUIREMENTS** : Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving.
- DUTIES** : Supervise incoming and outgoing office correspondence. Oversee effective confidential documents and correspondence. Administer Bring Forward (BF) system. Maintain personnel records and information. Monitor filing system, documents, and correspondence. Plan tasks and delegate responsibilities to personnel. Assess and distribute allocated resources and equipment. Inspect, update related registers and control inventory.
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town Tel no: HRC Ngqalelo: Tel no: 021 409 6594; CAC Mzomba Tel no: 021 409 6584
- POST 23/541** : **SUPPLY CHAIN CLERK SUPERVISOR (X6 POSTS)**
- SALARY CENTRE** : R 338 106 per annum (Level 07)
: Harare Ref No: WCSCC 9/2026
Grassy Park Ref No: WCSCC10/2026
Lwandle Ref No: WCSCC11/2026
Milnerton Ref No: WCSCC12/2026
Bishop Lavis Ref No: WCSCC13/2026
Wynberg Ref No: WCSCC14/2026
- REQUIREMENTS** : Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving.
- DUTIES** : Conduct equipment/stock need assessment and maintain adequate equipment/stock levels. Allocate equipment/stock to chief user and obtain acknowledgment receipt of equipment/stock. Inspect registers and ensure

consumable items and entries correspond. Update and submit stock register to SCM Commander for inspection. Register new vehicles. Complete administration as requested for the boarding of vehicles. Deal with traffic offences/summons. Renew vehicle licences. Maintain vehicle registers and fuel cards. Conduct deliveries of stationary/removal of furniture and boarded items.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town Tel: HRC Ngqalelo Tel no: (021) 409 6594; CAC Mzomba Tel no: 021 409 6584

POST 23/542 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: WCSCC15/2026**
SCM: Performance Management

SALARY CENTRE REQUIREMENTS : R 338 106 per annum (Level 07)
: Provincial Office, Cape Town
: Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, accountably, and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving.

DUTIES : Evaluate the set goals for SCM are complied with norms and standards, cost efficiency and effectiveness of the acquisition process. Evaluate if supply chain objectives are consistent with the Government's broader policy, standards are aligned, principles of cooperative governance were applied during the SCM process. Follow up invoice payments and address supplier payment enquiries. Maintain, and update procurement system/database. Ensure implementation and management of demand, policy and performance management within SCM.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town, HRC Ngqalelo: Tel No: 021 409 6594; CAC Mzomba Tel No: 021 409 6584

POST 23/543 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: WCSCC16/2026**
SCM: Moveable Government Property

SALARY CENTRE REQUIREMENTS : R 338 106 per annum (Level 07)
: Provincial Office, Cape Town
: Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving.

DUTIES : Compile year plan for inspection and evaluation of audits at provisioning stores, and Stations. Physical inspection according to approved year plan. Compile inspection reports. Inspections on special projects draw reports from PAS to ensure data is correct on general ledgers. Submit letter to relevant accounting functionary to amend any discrepancies found. Draw financial reports on PAS. execute relevant transfers and/or certifications of information on PAS. Submit monthly progress reports. Physical visits to stores and assist with processes. Compile reports regarding visits and assistance given. Receive stock taking programmes and file it in relevant files. Compile circulars for submission of stock taking certificates.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town Tel: HRC Ngqalelo: 021 409 6594; CAC Mzomba 021 409 6584

- POST 23/544** : **FINANCIAL CLERK SUPERVISOR REF NO: WCFC01/2026**
Expenditure & Salary Administration
- SALARY** : R 338 106 per annum (Level 07)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills.
- DUTIES** : Conduct a need analysis in various internal units and compile the concept budget in accordance with the identified needs. Deal with enquiries and advise sections under the same pay point on their allocated budget and financial expenditure. Inspect financial register. Verify financial authority granted for expenditure incurred. Check and ensure that claim forms are completed accurately before submission to accounting office or financial authority on POLFIN. Check and ensure processing of financial payments, standing advances and administrative processes on POLFIN, claims advances and debts. Manage overtime remuneration and allowances. Check/monitor phone accounts and payment thereof. Manage and control losses of state money and face value forms. Compile and process cost statements.
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town, HRC Ngqalelo: Tel no: 021 409 6594; CAC Mzomba Tel no: 021 409 6584
- POST 23/545** : **FINANCIAL CLERK SUPERVISOR REF NO: WCFC02/2026**
- SALARY** : R 338 106 per annum (Level 07)
CENTRE : Wynberg
REQUIREMENTS : Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills.
- DUTIES** : Process claims and standing advances. Check and ensure that claim forms are completed accurately before submission to accounting office or financial authority on POLFIN. Check and ensure processing of financial payments, standing advances, and administrative processes on POLFIN, claims, and debts. Administer overtime remuneration and allowances. Check/monitor phone accounts and payments thereof. Administer and control losses of state money, face value forms. Administer payments to suppliers. Administer cash received and issue receipts for money received. Deposit at financial institutions. Process claims and standing advances.
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Ngqalelo: Tel no: 021 409 6594; CAC Mzomba Tel no: 021 409 6584
- POST 23/546** : **HUMAN RESOURCES CLERK SUPERVISOR REF NO: WCHR1/2026**
Absenteeism Management
- SALARY** : R 338 106 per annum (Level 07)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma /

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| | | Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. |
| <u>DUTIES</u> | : | Verify information on leave application forms. Process and finalise leave applications Update leave registers and the leave system. Maintain a filing system. Deal with incoming and outgoing correspondence. Administer the brought forward system. Open and update files. |
| <u>ENQUIRIES</u> | : | Customs House Building, Lower Heerengracht Street, Cape Town Tel no: HRC Qomfo: 021 409 6588 |
| <u>POST 23/547</u> | : | <u>HUMAN RESOURCES CLERK SUPERVISOR REF NO: WCHR2/2026</u> |
| <u>SALARY</u> | : | R 338 106 per annum (Level 07) |
| <u>CENTRE</u> | : | Tulbagh |
| <u>REQUIREMENTS</u> | : | Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. |
| <u>DUTIES</u> | : | Verify information on leave application forms. Process and finalise leave applications. Receive, administer and process applications for medical boards, death boards, alcohol boards, stress and depression related boards. Receive, administer and process applications for service terminations, discharges and pensions. Maintain statistical data and submit medical reports, Performance Enhancement Process (PEP) progress reports, service termination reports, HR reports (Personnel database), EE Reports and personnel reports to provinces. Receive and submit applications for transfers to the Head: HRM for consideration. |
| <u>ENQUIRIES</u> | : | Customs House Building, Lower Heerengracht Street, Cape Town: HRC Qomfo: Tel no: 021 409 6588 |
| <u>POST 23/548</u> | : | <u>ADMINISTRATIVE CLERK (X36 POSTS)</u> |
| <u>SALARY</u> | : | R237 453 per annum (Level 05) |
| <u>CENTRE</u> | : | Legal Services (X4 Posts): Provincial Office, Cape Town Ref No: WCAC01/2026 Vispol Pro-active Administration: Provincial Office, Cape Town Ref No: WCAC02/2026 Vispol: Provincial Office, Cape Town Ref No: WCAC03/2026 Provincial TISSC, Salt River Ref No: WCAC04/2026 Provincial TMS, Maitland Ref No: WCAC05/2026 City of Cape Town District Ref No: WCAC06/2026 Centra Karoo District, Beaufort West Ref No: WCAC07/2026 Cape Winelands District, Paarl Ref No: WCAC08/2026 Garden Route District, George Ref No: WCAC09/2026 Overberg District, Hermanus Ref No: WCAC10/2026 West Coast District, Saldanha Ref No: WCAC11/2026 CoCT Sub District, Mitchell's Plain Ref No: WCAC12/2026 CoCT Sub District, Nyanga Ref No: WCAC13/2026 CoCT Sub District, Khayelitsha Ref No: WCAC14/2026 CoCT Sub District, Cape Town Ref No: WCAC15/2026 CoCT Sub District, Wynberg Ref No: WCAC16/2026 CoCT Sub District, Tygerberg Ref No: WCAC17/2026 |

Maitland Garage Ref No: WCAC18/2026 (X10 Posts)
 George Garage Ref No: WCAC19/2026
 Stellenbosch Garage Ref No: WCAC20/2026
 Vredendal Garage Ref No: WCAC21/2026
 Tafelsig Ref No: WCAC22/2026 (X2 Posts)
 Mfuleni Ref No: WCAC23/2026

REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.

DUTIES : Deal with incoming and outgoing correspondence. Administer brought forward system. Open and update personnel files. Type letters, create presentations and spreadsheets. File documents and correspondence. Deliver an effective phone service. Maintain database/filing system/registers and trace documents. Protect integrity of unauthorised access of files/records.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town, HRC
 Qomfo: Tel No: 021 409 6588

POST 23/549 : **ADMINISTRATIVE CLERK TE NO: WCAC24/2026**
 Corporate Communication: Media Centre

SALARY CENTRE : R237 453 per annum (Level 05)
 : Provincial Office, Cape Town

REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.

DUTIES : Identify and communicate information on newsworthy activities/incidents. Gather information relating to crime scenes. Manage press and media inquiries. Assist with publication of articles and accomplishments. Maintain a record of media reports. Maintain an effective communication administration system

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town, HRC
 Qomfo: Tel No: 021 409 6588

POST 23/550 : **ADMINISTRATIVE CLERK REF NO: WCAC25/2026**
 OD & Strategic Management: Organizational Design

SALARY CENTRE : R237 453 per annum (Level 05)
 : Provincial Office, Cape Town

REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.

DUTIES : Administration of management information assigned to Organisational Development. Deal with incoming and outgoing correspondence. Draft letters, create presentations and spreadsheets. File documents and correspondence. Deliver an effective phone service. Maintain database/filing system/registers. Protect integrity of unauthorised access of files/records.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town, HRC
 Qomfo: Tel No: 021 409 6588

- POST 23/551** : **ADMINISTRATIVE CLERK REF NO: WCAC26/2026 (X4 POSTS)**
New Vehicle Stores
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Epping
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
- DUTIES** : Deal with incoming and outgoing correspondence. Administer brought forward system. Maintain and spreadsheets. File documents and correspondence. Deliver an effective phone service. Maintain database/filing system/register.
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town, HRC Qomfo: Tel No: 021 409 6588
- POST 23/552** : **ADMINISTRATIVE CLERK REF NO: WCAC27/2026**
TMS: Information & Communication Technology
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
- DUTIES** : Administrative support relating to virtual platforms and technical systems Troubleshooting of Local Area Network (LAN) and Wide Area Network (WAN). Deal with incoming and outgoing correspondence. Administer brought forward system. Maintain and spreadsheets. File documents and correspondence. Deliver an effective phone service. Maintain database/filing system/register.
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town, HRC Qomfo: Tel No: 021 409 6588
- POST 23/553** : **FINANCIAL CLERK REF NO: WCFC03/2026**
Loss Management
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
- DUTIES** : Administer debt accounts and report losses of state money and/or value forms. Deal with incoming and outgoing correspondence. File documents and correspondence. Deliver an effective phone service. Maintain database/filing system/register.
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town, HRC: Mahloane Tel No: 021 409 6593
- POST 23/554** : **FINANCIAL CLERK REF NO: WCFC04/2026**
Budget Management
- SALARY** : R237 453 per annum (Level 05)

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| <u>CENTRE</u> | : | Provincial Office, Cape Town |
| <u>REQUIREMENTS</u> | : | Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure. |
| <u>DUTIES</u> | : | Administration of documents relating to budget need and processes. Update POLFIN. Deal with incoming and outgoing correspondence. File documents and correspondence. Deliver an effective phone service Maintain database/filing system/register |
| <u>ENQUIRIES</u> | : | Customs House Building, Lower Heerengracht Street, Cape Town, HRC: Mahloane Tel No: 021 409 6593 |
| <u>POST 23/555</u> | : | <u>FINANCIAL CLERK REF NO: WCFC05/2026</u> Expenditure & Salary Administration |
| <u>SALARY</u> | : | R237 453 per annum (Level 05) |
| <u>CENTRE</u> | : | Provincial Office, Cape Town |
| <u>REQUIREMENTS</u> | : | Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure. |
| <u>DUTIES</u> | : | Deal with enquiries related to pay point and finance. Administer financial authority granted for expenditure incurred. Receive and administer claim forms. Administer processing of financial payments, standing advances and administrative processes on POLFIN, claims advances and debts. |
| <u>ENQUIRIES</u> | : | Customs House Building, Lower Heerengracht Street, Cape Town, HRC: Mahloane Tel No: 021 409 6593 |
| <u>POST 23/556</u> | : | <u>FINANCIAL CLERK (X6 POSTS)</u> |
| <u>SALARY</u> | : | R237 453 per annum (Level 05) |
| <u>CENTRE</u> | : | Ceres Ref No: WCFC06/2026 Claremont Ref No: WCFC07/2026 Harare Ref No: WCFC08/2026 Hermanus Ref No: WCFC09/2026 Sea Point Ref No: WCFC10/2026 Wynberg Ref No: WCFC11/2026 |
| <u>REQUIREMENTS</u> | : | Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure. |
| <u>DUTIES</u> | : | Process claims and standing advances. Check and ensure claim forms are completed accurately before submission to accounting office or financial authority on POLFIN. Check and ensure processing of financial payments, standing advances, and administrative processes on POLFIN, claims, and debts. Administer overtime remuneration and allowances. Check/monitor phone accounts and payments. Administer and control losses of state money, face value forms. Administer payments to suppliers. Administer cash received and issue receipts for money received. Deposit money at accounting station/ financial institution. Process claims and standing advances. |
| <u>ENQUIRIES</u> | : | Customs House Building, Lower Heerengracht Street, Cape Town, HRC: Mahloane Tel No: 021 409 6593 |

- POST 23/557** : **HUMAN RESOURCE CLERK REF NO: WCHR01/2026 (X2 POSTS)**
Discipline Management
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
- DUTIES** : Receive and register disciplinary/grievance enquiries. Process and finalise grievance/disciplinary enquiries. Deal with incoming and outgoing correspondence. Administer brought forward system. Open and update personnel files. Draft and file correspondences. Deliver an effective phone service. Maintain database/filing system/registers and trace documents.
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591
- POST 23/558** : **HUMAN RESOURCE CLERK REF NO: WCHR02/2026**
Diversity Management
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
- DUTIES** : Administer files related to Diversity Management and Employment Equity (EE) management Deal with incoming and outgoing correspondence. Administer brought forward system. Open and update personnel files. Draft and file correspondences. Deliver an effective phone service. Maintain database/filing system/registers and trace documents.
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591
- POST 23/559** : **HUMAN RESOURCE CLERK REF NO: WCHR03/2026**
Senior Appointments & Personnel Maintenance
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
- DUTIES** : Administer and capture post allocations, receive and administer application forms related to national/external/internal post advertisements. Deal with incoming and outgoing correspondence. Administer brought forward system. Open and update personnel files. Draft correspondences. Deliver an effective phone service. Maintain database/filing system/registers and trace documents.
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591

- POST 23/560** : **HUMAN RESOURCE CLERK REF NO: WCHR04/2026**
Labour Relations
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
- DUTIES** : Administer file relating to Labour Relation Deal with incoming and outgoing correspondence. Receive and register grievance file. Administer brought forward system. Open and update personnel files. Draft and file documents and correspondences. Deliver an effective phone service. Maintain database/filing system/registers and trace documents
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591
- POST 23/561** : **HUMAN RESOURCE CLERK REF NO: WCHR05/2026**
Medical Administration
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
- DUTIES** : Receive, administer short/long term temporary incapacity leave and Ill-health Retirement document, administer certification of Health Risk Management recommendations for Incapacity leave. Deal with incoming and outgoing correspondence. Administer brought forward system. Open and update personnel files. Type and file documents and correspondences. Deliver an effective phone service. Maintain database/filing system/registers and trace documents.
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591
- POST 23/562** : **HUMAN RESOURCE CLERK (X4 POSTS)**
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Clanwilliam Ref No: WCHR06/2026
Elsies River Ref No: WCHR07/2026
Morreesburg Ref No: WCHR08/2026
Muizenberg Ref No: WCHR09/2026
- REQUIREMENTS** : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
- DUTIES** : Receive and capture leave applications. Receive and administer applications for transfers, medical boards, death boards, alcohol boards, stress and depression related boards, service terminations, discharges/pensions. Maintain statistical data and submit medical reports, Performance

Enhancement Process (PEP) progress reports, service termination reports, HR reports (Personnel database), EE Reports and personnel reports.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591

POST 23/563 : **HUMAN RESOURCE CLERK REF NO: WCHR10/2026**
Provisioning Administration

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05)
: Provincial Office, Cape Town
: Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.

DUTIES : Deal with requisitions. Receive and deal with order forms and invoices. administer application for petrol cards, receive new vehicles. Administer queries related to vehicles and boarding of vehicles. Maintain and control storerooms. Deal with disposal and losses.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591

POST 23/564 : **HUMAN RESOURCE CLERK REF NO: WCHR11/2026**
Skills Development

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05)
: Provincial Office, Cape Town
: Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.

DUTIES : Administer Workplace Skills Plan. Maintain learner database and accurate training records. Update appropriate training provider database. Deal with incoming and outgoing correspondence. Administer brought forward system.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591

POST 23/565 : **SUPPLY CHAIN CLERK REF NO: WCSCM01/2026**
SCM: Acquisition Management

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05)
: Provincial Office, Cape Town
: Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.

DUTIES : Administration of acquisitions, contracts and bidding processes. Maintain supplier database. File documents and correspondence. Deliver an effective phone service.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591

- POST 23/566** : **SUPPLY CHAIN CLERK REF NO: WCSCM02/2026**
SCM: Acquisition and Contract Management
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Nyanga
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
- DUTIES** : Administration of acquisitions, contracts and bidding processes. Maintain supplier database. File documents and correspondence. Deliver an effective phone service.
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town Tel: HRC Ngqalelo: 021 4096594
- POST 23/567** : **SUPPLY CHAIN CLERK (X4 POSTS)**
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Beaufort West Ref No: WCSCM03/2026
Delft Ref No: WCSCM04/2026
Mitchell's Plain Ref No: WCSCM05/2026
Tulbagh Ref No: WCSCM06/2026
- REQUIREMENTS** : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
- DUTIES** : Administer requisitions. Receive and deal with order forms and invoices. Administer application for petrol cards, receive new vehicles. Administer queries related to vehicles and boarding of vehicles. Maintain and control storerooms. Deal with disposal and losses.
- ENQUIRIES** : Customs House Building, Lower Heerengracht Street, Cape Town, HRC Ngqalelo Tel No: 021 409 6594
- POST 23/568** : **SECURITY OFFICER (X10 POSTS)**
- SALARY** : R170 226 per annum (Level 03)
CENTRE : Provincial Office, Cape Town Ref No: WCSO1/2026 (X2 Posts)
VSS, Cape Town Ref No: WCSO2/2026 (X3 Posts)
VSS, Bellville Ref No: WCSO3/2026 (X5 Posts)
- REQUIREMENTS** : Applicants must display competency in the post-specific core functions; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate; Not declared unfit to possess a firearm; Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.
- DUTIES** : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and

contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and act, when necessary; Bring any deficiencies or problems regarding security matters to the attention of senior security personnel.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town, HRC Ngqalelo Tel No: 021 4096594

POST 23/569 : **GENERAL WORKERS (X16 POSTS)**

SALARY CENTRE : R144 024 per annum (Level 02)
 : Blue downs Ref No: WCGW1/2026 (X2 Posts)
 Delft Ref No: WCGW2/2026
 Grabouw Ref No: WCGW3/2026
 Gugulethu Ref No: WCGW4/2026
 Khayelitsha Ref No: WCGW5/2026
 Manenberg Ref No: WCGW6/2026
 Mfuleni Ref No: WCGW7/2026
 Mitchell's Plain Ref No: WCGW8/2026
 Nyanga Ref No: WCGW9/2026
 Paarl East Ref No: WCGW10/2026
 Strand Ref No: WCGW11/2026
 POCC, Cape Town Ref No: WCGW12/2026
 Provincial Office, Cape Town Ref No: WCGW13/2026
 Provincial: Detectives, Cape Town Ref No: WCGW14/2026
 35 Squadron, Belhar Ref No: WCGW15/2026

REQUIREMENTS : Applicants must display competency in the post-specific functions of the post. Be a South African Citizen. A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

DUTIES : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dusting the environment. Polish furniture and floors. Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises. Loading and unloading of goods, Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: CAC Mzomba Tel No: 021 4096584

POST 23/570 : **FOOD SERVICE AID (X4 POSTS)**

SALARY CENTRE : R144 024 per annum (Level 02)
 : Provincial HRM, Paarl Ref No: WCFSA1/2026 (X2 Posts)
 Provincial HRM, Faure Ref No: WCFSA2/2026 (X2 Posts)

REQUIREMENTS : Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Basic literacy, numeracy and communication skills. Be able to read and write. Basic cooking, modifying meals for standard diets, preparing snacks and conveying cookery/ cutlery. Knowledge of food safety, applying occupational health and safety protocol, sanitizing surfaces, handling hazardous waste and proper storing of ingredients. Willing to work extended hours, when necessary.

DUTIES : Organise and keep the kitchen hygienically clean. Arrange refreshment equipment such as kettle, cups, glasses, spoons, trays etc Prepare and serve tea and coffee on request. Manage the stock Ensure sufficient cleaning

materials are available. Provide advice on equipment and refreshments that are out of stock Purchase equipment and refreshments on request.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: CAC
Mzomba Tel No: 021 409 6584

WESTERN CAPE MOBILITY DEPARTMENT

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

CLOSING DATE : 27 July 2026

NOTE : Only applications submitted online will be accepted. 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 on 0861 370 214. 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. By applying for this post, 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. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to assess relevant functional elements of the job and an interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to 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 in 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>. The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, 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 the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 23/571 : **CHIEF DIRECTOR: TRANSPORT REGULATION REF NO: WCMD 15/2026**

SALARY : R1 554 696 per annum (Level 14), all-inclusive salary package
CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : A qualification at NQF level 7 as recognised by SAQA; A minimum of 5 years' experience at a Senior Managerial level. Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.

DUTIES : Line management: Strategic management, advice and guidance in respect of the following functional areas: Adjudicate applications for operating licenses; Manage operator licenses and permits; Manage provincial public transport registration; Manage vehicle administration and licensing; Manage mediation, conflict and dispute resolution regarding public transport matters; Coordinate and facilitate the formalization and empowerment of the taxi industry; Strategic

ENQUIRIES : Management (including Change Management); People Management; Financial Management.
Ms DD Ribbonaar Tel No: (021) 483 3946

POST 23/572 : **DIRECTOR: FLEET FINANCE (GOVERNMENT MOTOR TRANSPORT) REF NO: WCMD 13/2026**

SALARY CENTRE REQUIREMENTS : R1 317 384 per annum (Level 13), all-inclusive salary package
Western Cape Mobility Department, Western Cape Government.
A relevant qualification on NQF level 7 as recognised by SAQA. 5 years middle /senior management experience. Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.

DUTIES : Line Management: Ensure an effective management accounting service; Ensure an effective financial accounting service; Represent the entity at various platforms, such as committees, training interventions, functions and any other events which are required for entity representation; Ensure an effective Supply Chain Management service; Ensure that the required reports are prepared and submitted for management accounting, financial accounting, internal control and SCM. Ensure sound internal control practices; Strategic Management; Define and review on a continuous basis the purpose, objectives, priorities and activities of the Directorate; Drive the directorate's strategic planning process; Drive the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuous basis against pre-determined key measurable objectives and standards; Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to financial management; People Management; Financial Management; Project and Programme Management.

ENQUIRIES : Ms D Ribbonaar Tel No: (021) 483 9482

OTHER POSTS

POST 23/573 : **ASSISTANT DIRECTOR: FREIGHT REF NO: WCMD 14/2026**

SALARY CENTRE REQUIREMENTS : R487 197 - R573 897 per annum (Level 09)
Western Cape Mobility Department, Western Cape Government.
An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher). A 3-years' relevant experience in a freight service or related working environment. A valid driver's license, or alternative mode of transport for people with disabilities. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of the facilitation and coordination of freight services; Knowledge and understanding of the development of strategies, frameworks, guidelines, norms and standards for freight; Knowledge and understanding of the development of freight plans, reports, etc; Knowledge and understanding of the National Transport Act (Act 5 of 2009); 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; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge and understanding of public finance, human resources and discourse management processes. Knowledge and understanding of the Public Finance Management Act (Act 1 of 1999), National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Knowledge and understanding of the functioning of the Province and the activities of sister departments/related functional areas; Knowledge and understanding of the policies of the government of the day; Knowledge and understanding of Labour

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| <u>DUTIES</u> | : | Relations legislation and regulations; Knowledge and understanding of performance management in general. |
| | : | Participate in the planning, execution and project management of the freight and logistics initiatives emanating from the WCG Freight Strategy and other strategic documents; Contribute to the development of transport/freight frameworks, guidelines and strategy documents; Engage and coordinate with stakeholders to support the achievement of provincial freight objectives; Identify, source and analyse freight logistics data and information; Assist in the optimisation and usage of designated corridors/routes for the efficient movement of goods within, into and out of the province; Conduct desktop research on matters relating to land transport; Responsible for operational, financial and people management. |
| <u>ENQUIRIES</u> | : | Ms C. Gallant Tel No: (021) 483 6906 or email: Corrine.Gallant@westerncape.gov.za |
| <u>NOTE</u> | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |
| <u>POST 23/574</u> | : | <u>ASSISTANT DIRECTOR: LAND TRANSPORT DEVELOPMENT REF NO: WCMD 108/2025R1</u> |
| <u>SALARY</u> | : | R487 197 - R573 897 per annum (Level 09). |
| <u>CENTRE</u> | : | Western Cape Mobility Department, Western Cape Government. |
| <u>REQUIREMENTS</u> | : | An appropriate 3-year National Diploma/B-Degree (or higher qualification) in information systems, business analysis/management or project management. A minimum of 3 years supervisory level 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: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Public Finance Management Act (PFMA), 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Transport related regulatory, legislation policies and frameworks; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Public service procedures, processes and systems. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Data Analysis; Accounting, Finance and Audit. |
| <u>DUTIES</u> | : | Provide ITH data and technology management; Assist with data integration and management; Participate with stakeholder engagement and collaboration; Ensure adherence to risk management and compliance; Managerial Functions; It will be advantageous to have experience in Land transport systems and/or ICT systems. |
| <u>ENQUIRIES</u> | : | Ms SE Rautenbach Tel No: (021) 483 6904. |
| <u>NOTE</u> | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government |

contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

- POST 23/575** : **PERSONAL ASSISTANT: FLEET SERVICES REF NO: WCMD 16/2026**

- SALARY** : R338 106 - R398 277 per annum (Level 07)
- CENTRE** : Western Cape Mobility Department, Western Cape Government.
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering a support service to management/ senior management. Competencies: Knowledge of and 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 public service procedures, processes and systems; Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Knowledge and understanding of public service procedures, processes and systems; Knowledge of administrative procedures and processes; Knowledge of general Office Administration and Database Management; Knowledge of Information and Record Management; Knowledge of relevant software packages and sound application of relevant computer programmes.

- DUTIES** : Provides a secretarial/receptionist support service to the Chief Director; Renders administrative support services; Provides support to Chief Director regarding meetings; Supports the Chief Director with the administration of the Chief Director's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

- ENQUIRIES** : Ms MB Bezuidenhout Tel No: (021) 467 4701 @ Maxine.Bezuidenhout@westerncape.gov.za / (021) 911 2162.

- 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.