

**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** : 17 August 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 26/185** : **SCIENTIST (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY (ELSENBURG) REF NO: AGR 54/2025 R1**

- SALARY** : Grade A: R791 604 - Grade C: R1 189 767 per annum, (OSD as prescribed)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year Degree: BSc (Hons) or BSc (Agric) in Animal Science; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Professional Natural Scientist in Animal Science; Three years post-qualification experience in animal nutrition research; A valid driving licence. Competencies: Working knowledge of the following: Programme and project management; Scientific methodologies and models; Computer-aided scientific applications; Technical report writing; Data analysis; Policy development and analysis; Presentation skills; Mentoring. Skills in the following: Team leadership; Analytical skills; Communication; Networking; People management; Planning and organising; Problem solving and analysis; Change management; Innovation; Computer literacy; Ability to work independently; Proven ability to conduct research in animal nutrition.

- DUTIES** : Develop and implement farm animal research methodologies, systems and standard operating procedures; Perform farm animal research data analysis and compliance functions; Research and development; Human capital development. It will be an advantageous to have the following: PhD in Animal Science (Nutrition), Proven proficiency in feed formulation and a record of publications in animal nutrition.

- ENQUIRIES** : Ms M Mulaudzi Tel No: (021) 808 5220

- POST 26/186** : **ASSISTANT DIRECTOR: OFFICE OF THE HOD (ELSENDBURG) REF NO: AGR 29/2026**

- SALARY** : R487 197 - R573 897 per annum (Level 09)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of and working experience in 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; Planning, project management, data analytics, research, monitoring and evaluation processes and procedures; Public Service reporting processes; Human capital management and development; Protection of Personal Information Act (POPIA); Skills in the following: Computer literacy; Communication (written and oral); Interpersonal; Data analysis; Project planning; Planning and organising; Presentation/facilitation/coaching & mentoring; Stakeholder management; Report writing.

DUTIES : Render administrative support services: Provide administrative support in respect of the budget; Coordinate the office administration functions- e.g. typing, filing, file tracking system, dealing with correspondence, telephone; Compile itinerary and submit trip approvals; Make subsistence and traveling arrangements and submit all claims (transport, daily allowance and travel allowances); Handle procurement, stores, budget control and give inputs on budget; Analyse the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the applications thereof is understood properly; Communication and liaising: Liaise with various agricultural agents as well as the general public; Assist with the execution of the inter- and intra- governmental function; Liaise with other provincial departments and ministries as well with other government bodies on the three spheres e.g. national departments, provincial governments, ministries and local authorities; Review and direct internal and external correspondence /e-mails / invitations to the relevant stakeholders; Render personal support to the HOD; Managerial functions

ENQUIRIES : Dr Mogale Sebopetsa Tel No: (021) 808 5006

POST 26/187 : **ANIMAL HEALTH TECHNICIAN: ANIMAL HEALTH: BOLAND (KHAYELITSHA) REF NO: AGR 74/2025 R1**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate National Diploma/B-Degree in Animal Health; A minimum of 1-year appropriate post-qualification experience; Compulsory registration as an Animal Health Technician with the South African Veterinary Council (SAVC) in the appropriate field; A valid driving licence (Code EB or higher). Competencies: Communication skills (written and verbal); Good planning and organisational skills; Good interpersonal, analytical, and problem-solving skills; Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Outlook); Ability to work independently and as part of a team.

DUTIES : Animal Disease Control; Import and Export Policy Control Perform Epidemiology investigations; Veterinary Public Health; Animal welfare.

ENQUIRIES : Mr. MB Cupido Tel No: (021) 808 5027

POST 26/188 : **ADMINISTRATIVE OFFICER: AGRICULTURAL PARTNERSHIP FOR YOUTH DEVELOPMENT (ELSENBURG) REF NO: AGR 17/2026 R1**

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge of the following: IPS/LOGIS and BAS; Relevant legislation/ policies/ prescripts and procedures; Financial regulations and instructions to ensure smooth administrative functioning of the financial administration and procurement; knowledge of working procedures in terms of the working environment; Disciplinary code and procedures; People management; Skills in

	the following: Computer literacy in MS Office Package (Word, Excel, Outlook and PowerPoint) and internet proficiency; Networking and presentation; Communication (written and verbal); Planning and organising; Analytical; Database management; Report writing; Interpersonal skills; Problem solving; Ability to work independently and as part of a team; Proven ability to solve problems innovatively; Work under pressure and meet deadlines.
<u>DUTIES</u>	: Supervise implementation and administration of the external developmental initiatives "EDI" Programmes: Comprehensive Agricultural Support Programme (CASP); Agricultural Partnership for Youth Development (APFYD); Young Professional Persons Programme (YPP); and Premiers Advancement of Youth (PAY)/ First Working Experience; Coordination agricultural partnership for youth development projects and internship; Administer internships, and the Agricultural Partnership for Youth Development and Internship and bursaries programmes; Perform administrative functions; Promotion of Agriculture as a career path for youth (travel extensively to promote agriculture as a career of choice throughout the Western Cape province, including working after hours and weekends when required); People Management.
<u>ENQUIRIES</u>	: Mr J Constable Tel No: (021) 808 5044 / Ms I Stander Tel No: (021) 808 5448.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

<u>APPLICATIONS</u>	: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	: 17 August 2026
<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.

OTHER POSTS

<u>POST 26/189</u>	: <u>ADMINISTRATIVE OFFICER: ARTS AND CULTURE REF NO: CAS 17/2026</u>
<u>SALARY</u>	: R338 106- R398 277 per annum (Level 07)
<u>CENTRE</u>	: Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification), A minimum of 1-year relevant experience. A valid Code B (or higher) driving licence. Competencies: Ability to capture and analyses data; Excellent people skills; Writing and Reporting; Planning and Organising; Following Instructions and Procedures in terms of the working environment. Financial management in line with all financial prescripts; presentation skills; communication skills; knowledge, understanding and technical experience in technology and computer skills.
<u>DUTIES</u>	: Render administrative support to the cultural facilities; Oversee the maintenance and upgrades at cultural facilities; Provide financial management support to the cultural facilities; Perform supervisory functions.
<u>ENQUIRIES</u>	: Ms Lindsay Jephtha at Lindsay.Jephtha@westerncape.gov.za .
<u>POST 26/190</u>	: <u>ADMINISTRATION CLERK: LIBRARY SERVICE (HERMANUS REGION) REF NO: CAS 18/2026</u>
<u>SALARY</u>	: R237 453 – R279 708 per annum (Level 05)
<u>CENTRE</u>	: Department of Cultural Affairs and Sport, Western Cape Government.

<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Computer Library; Clerical Duties; Data capturing; Collecting statistics. Skills in the following: Written and verbal communication; Planning and organising; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Provide administrative support to the region and affiliated public libraries; Provide asset control support services; provide personnel administration support services within the office; Provide financial administration support services in the regional office.
<u>ENQUIRIES</u>	:	Ms N Maloyi at Naledi.Maloyi@westerncape.gov.za
<u>POST 26/191</u>	:	<u>FINANCE CLERK: LIBRARY ADMINISTRATIVE SUPPORT SERVICES REF NO: CAS 19/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	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: Basic knowledge of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual); Basic financial operating systems such as Basic Accounting System (BAS), Logistical Information System (LOGIS). Skills needed: Written and verbal communication; Proven computer literacy (MS Excel, WORD, PowerPoint; Numeracy.
<u>DUTIES</u>	:	Render Financial Accounting transaction: Receive invoices; Check invoices for correctness, verification and approval (internal control); Process invoices (capture payments); Filing of all documents; Collection of cash; Perform Bookkeeping support services: Capture all financial transactions; Clear suspense accounts; Record debtors and creditors; Process electronic banking transactions; Compile journals; Render a budget support service: Collect information from budget holders; Compare expenditure against budget; Identify variances; Capture, allocate virements on budgets; Distribute documents with regard to the budget; File all documents; Receive and capture cash payments.
<u>ENQUIRIES</u>	:	Ms M Hendricks Tel No: (021) 483 2436
<u>POST 26/192</u>	:	<u>ADMINISTRATION CLERK: LIBRARY SERVICE (STELLENBOSCH REGION) REF NO: CAS 20/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 – R279 708 per annum (Level 05) Department of Cultural Affairs and Sport, Western Cape Government.
	:	Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Computer Library; Clerical Duties; Data capturing; Collecting statistics. Skills in the following: Written and verbal communication; Planning and organising; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Provide administrative support to the region and affiliated public libraries; Provide asset control support services; provide personnel administration support services within the office; Provide financial administration support services in the regional office.
<u>ENQUIRIES</u>	:	Ms S Booysen Tel No: (021) 483 2332
<u>POST 26/193</u>	:	<u>REGISTRY/RECEPTION CLERK: ARCHIVE ADMINISTRATIVE SUPPORT SERVICES REF NO: CAS 21/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	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 of the following: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer; Working knowledge and understanding of the legislative framework governing the Public Service; Knowledge of storage and retrieval procedures in terms of the working environment; Understanding of the work in registry. Skills in the following: Numeracy skills; Literacy skills; Language skills; Good verbal and written communication skills; Ability to work in a team.

<u>DUTIES</u>	:	Attend to clients; Handle telephonic and other enquiries received; Receive and register hand delivered mail/files; Receive all mail; Sort, register and dispatch mail; Distribute notices on registry issues; Opening and close files according to record classification system; Filing/storage, tracing (electronically/manually) and retrieval of documents and files; Complete index cards for all files; Open and maintain franking machine register; Frank post, record money and update register daily; Undertake spot checks on post to ensure no private post is included; Lock post in postbag for messengers to deliver to Post Office; Open and maintain remittance register; Record all valuable articles as prescribed in the remittance register; Hand delivers and signs over remittances to finance; Send wrong remittances back to sender via registered post and record reference number in register; Keep daily record of number of letters franked; Electronic scanning of files; Sort and package files for archives and distribution.
<u>ENQUIRIES</u>	:	Ms A Kupe Tel No: 021 483 0411

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	17 August 2026
<u>NOTE</u>	:	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-pre-entry-programme/ 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, thanks 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

<u>POST 26/194</u>	:	<u>DIRECTOR: RED TAPE REDUCTION REF NO: DEDAT 22/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government.

<u>REQUIREMENTS</u>	:	An undergraduate legal qualification (NQF level 7) as recognised by SAQA; Minimum of 5 years' experience middle and/or senior management experience. Competencies: Strategic Capability and Leadership; Knowledge of government processes and procedures; Project and Programme Management; Change Management; People Management and Empowerment; Excellent written and verbal skills; Advanced knowledge of business development support measures; and Financial Management.
<u>DUTIES</u>	:	Experience to identify and address regulatory and legislative blockages that inhibit economic growth and development; Experience to identify and address systemic process- and procedurally inefficiencies in business-facing services that impede business efficiency and growth; Experience to advocate and create awareness and support capacity-building amongst key stakeholders of the imperative of red tape reduction; Experience to facilitate the resolution of red tape enquiries and business complaints; Experience to lead recruitment aligned to approved staffing plans, and drive employee development through training, mentoring, and capacity-building initiatives to ensure sustained service delivery excellence; Experience to oversee performance management, evaluation, and recognition systems, while promoting sound labour relations, maintaining discipline, and contributing to workforce, service delivery, and information resource planning; Experience to lead the Directorate's strategic planning and business planning processes by continuously defining and reviewing its objectives and priorities, monitoring performance against measurable targets, ensuring legislative compliance and proper record-keeping, and providing regular, high-level reporting to the Chief Director on operational and strategic matters; Experience to oversee and direct the Directorate's budgeting processes, including preparation of annual and adjustment budgets, ensuring effective and compliant financial and procurement management, alignment of expenditure with strategic objectives, robust contract and risk management, accurate reporting to oversight bodies, and responsible management of assets.
<u>ENQUIRIES</u>	:	Mr John Peters Tel No: (021) 483 9417

OTHER POSTS

<u>POST 26/195</u>	:	<u>DEPUTY DIRECTOR: RED TAPE REDUCTION REF NO: DEDAT 24/2026</u> (2 Year Contract)
<u>SALARY CENTRE</u>	:	R932 292 per annum (Level 11), (all-inclusive salary package)
	:	Department of Economic Development and Tourism, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years management experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to Strategy Development and Stakeholder management; Global, 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; SMME sector, including policies, dominant issues, role-players and service providers. Skills in the following: Written and verbal communication; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Analytical; Report writing; Interpersonal skills; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Identify blockages and inhibitors to economic growth and development; Advocate and create awareness amongst stakeholders of the significance of red tape; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human resources and Finance.
<u>ENQUIRIES</u>	:	Ms A Augustus at aeysa.augustus@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 26/196</u>	:	<u>ASSISTANT DIRECTOR: CAPE CATALYST REF NO: DEDAT 23/2026</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' administrative or project management experience in an economic development environment. Competencies: Working knowledge of the following: Infrastructure Development/Sector Development; Public administration; Applicable legislative and regulatory requirements, policies and standards; Project Management; Relationship Management; Monitoring and evaluation methods, tools and techniques; Skills in the following: Numeracy; Computer Literacy; Language; Analytical; Planning and organising; Problem solving; Research; Communication skills (written and oral); Facilitation; Presentation; Monitoring and evaluation; Stakeholder management; Project planning.
<u>DUTIES</u>	:	Provide project administration support in respect of projects and programmes: Develop and prepare funding proposals for projects and programmes; Provide project office services and administration as it relates to the programmes; Develop and administer procurement processes or transfers of projects; Develop terms of reference (Tor) and compliance processes; Oversee service providers and implementing agencies compliance to terms and conditions of projects; Monitor and evaluate project progress to ensure alignment of project objectives; Identify project risks; Implement risk mitigation measures and administer red tape challenges; Participate in strategic and decision-making processes: Perform information gathering and analysis of finding; Compile an inventory of data sources; Develop and administer databases and information systems; Provide input in the development of strategies; Contribute to the conceptualisation of projects and programmes aligned to the Department's strategic framework and objectives; Coordinate suitable and preferred stakeholders to the development and implementation of projects and programmes: Formulate and implement stakeholder management strategies related to projects and programmes; Develop and maintain the required stakeholder relationships; Provide a secretariate service at stakeholder forums and with task teams; Administer the stakeholder database; Develop and implement communication and information sharing methods; Coordinate Integrated Development Planning: Provide support to ensure alignment with municipal Integrated Development Plans (IDP's) and Spatial Development Frameworks (SDFs); Assist with the spatial analysis and mapping of Cape Catalyst projects in relation to the above; Liaise with municipal planning, infrastructure and economic development officials to facilitate alignment; Contribute to the preparation of planning inputs, alignment reports, briefing notes and presentations for decision-making structures; Keep a log of economic catalytic infrastructure opportunities emanating from provincial as well as municipal infrastructure assets; Provide support in respect of budget planning and financial management: Contribute to the preparation of short-term (1 year) and longer-term (2-5 years) budget plans; Support the monitoring of expenditure for the purpose of sound fiscal responsibility; Support the preparation of consolidated financial reports for decision-making assessment.
<u>ENQUIRIES</u>	:	Mr Jan Bezuidenhout Tel No: (021) 483 5827
<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.

EDUCATION DEPARTMENT (WCED)

- APPLICATIONS** : Applications must be submitted by using the following URL <https://www.westerncape.gov.za/education> via Google Chrome or Mozilla Firefox.
- CLOSING DATE** : 28 August 2026
- NOTE** : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae; applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and 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.

MANAGEMENT ECHELON

- POST 26/197** : **DIRECTOR: FINANCIAL ACCOUNTING REF NO: 325**
Branch: Corporate Services
- SALARY** : R1 317 384 per annum (Level 13), an all-inclusive salary package consists of a basic salary and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
- CENTRE** : Cape Town
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA. At least 5 years of experience at middle or senior management level. Successful completion of the Certificate for entry into Senior Management Service (SMS). Valid driver's licence. Knowledge: Applicable legislative and regulatory framework. Principles and practice of financial accounting. Proven knowledge of financial statements. Tools and techniques for accounting and reporting. Government financial systems. Systems approach to solving problems. Change management and people skills. The ability to give clear direction in realising objectives and clear and concise communication. Leadership, team building and interpersonal skills. Computer literacy (Excel, Word and PowerPoint). Proficiency in at least two of the three official languages of the Western Cape.
- DUTIES** : Act as Departmental Accountant for the Western Cape Education Department. Develop, implement, monitor and review departmental accounting policies,

procedures and processes. Responsible for the reconciliation and management of the Departmental Bank Account. Manage own revenue policies, tariffs, systems and procedures. Perform month-end and year-end accounts closure process. Prepare the Quarterly and Annual Financial Statements and supporting working papers. Manage liabilities and commitments within budget constraints, including; recording, reconciliation and settlement. Monitor Departmental Asset and Liability accounts. Manage receivables due to the department, including; the recording, collection, banking and write-off of irrecoverable amounts. Responsible for Salary Administration and the pay-over of statutory deductions, i.e. tax, pensions, etc. Consolidate and reconcile payroll data and prepare statutory and other payroll returns. Maintain statutory and other required registers with supporting documents, including but not limited to registers of unauthorised, fruitless and wasteful and irregular expenditure and register of losses, damages and claims. Manage all audit responses including the Auditor- General, Internal Audit and Forensic Investigative Unit. Manage and maintain transversal financial systems. Identify staff capacity needs and ensure training interventions. Manage directorate's budget in line with the strategic objectives of the Department. Provide strategic direction for Financial Administration within the Department.

ENQUIRIES : Mr L Ely Tel No: (021) 467 2537

DEPARTMENT OF HEALTH AND WELLNESS

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

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

CLOSING DATE : 07 August 2026, 17:00 PM

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

POST 26/198 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**
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 : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: The successful candidate will be required to engage in the remunerated commuted overtime system and participate in the after-hours call system. Participation in the termination of pregnancy services. Valid (Code B/EB) driver's license, willingness, and ability to travel. Competencies (knowledge/skills): A proven ability to perform basic gynaecological and

obstetric ultrasounds is needed. The candidate must have an excellent track record of clinical, research and educational skills. Clinical experience with high-risk obstetrics, gynaecological surgery, and ultrasound is required. The ability to achieve and maintain good interpersonal relations with staff, patients, and their families is essential. Clinical notes and referral writing skills must be of a high standard. Verbal and written communication skills as well as analytical and problem-solving skills must be exemplary. Experience with teamwork, planning, organisation and co-ordination of the safe management of a labour ward is indispensable. Computer literacy in the use of MS Word and Excel, as well as the ability to use online resources, is required.

DUTIES

: Ensure the delivery of a safe, efficient, patient-centred, high-quality and cost-effective clinical service that addresses the burden of disease within the Rural West Health Ecosystem by providing comprehensive specialist obstetric and gynaecological services, including the independent and safe performance of major and minor gynaecological surgical procedures. Managing high-risk obstetric patients and specialist gynaecology outpatient clinics, ensuring evidence-based assessment, appropriate management, and continuity of care. Performing and supervising complex obstetric procedures, including assisted vaginal deliveries, breech deliveries, postpartum sterilisations, and complicated caesarean sections. Performing and interpreting obstetric and gynaecological ultrasound examinations and providing clinical supervision and training to junior medical staff in ultrasound practice. Providing clinical leadership, supervision, teaching, mentoring and skills development to medical officers, registrars, interns, and other healthcare professionals to promote high standards of clinical practice. -Ensuring the maintenance of accurate, comprehensive and high-quality clinical records in accordance with legal, ethical and departmental requirements. Complying with all applicable administrative policies, legislation, protocols and prescripts of the Western Cape Department of Health and Wellness. Promoting effective and efficient utilisation of human, financial and material resources to support sound financial management and service sustainability. Participating in undergraduate and postgraduate teaching, in-service training, continuous professional development, clinical governance, and quality improvement initiatives. Contributing to the development, review and implementation of clinical guidelines, protocols and standard operating procedures. Participating in specialist outreach services to district hospitals within the Rural West Health Ecosystem to strengthen service delivery, clinical support and capacity building. Participating fully in the provision of termination of pregnancy services in accordance with applicable legislation, ethical standards and departmental policies.

ENQUIRIES NOTE

: Dr H Le Riche, email: Heloise.LeRiche@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 to health professionals who apply for registration for the first time in a specific category with the relevant council (including individuals who must apply for a change in registration status).

POST 26/199

: **MANAGER: PHARMACEUTICAL SERVICES**
Chief Directorate: Metro Health Services

SALARY

: R1 375 245 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS

: Khayelitsha/Eastern Sub-structure
: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel in the Metro. Competencies (knowledge/skills): Strong leadership, inclusive of management, professional mentorship, organisation and strategic planning. Project management skills. Computer Literacy and data use and analysis. Appropriate experience in Pharmaceutical systems used in

		the public sector. Appropriate supervisory/managerial experience. Appropriate Training and experience in Drug Supply Management.
<u>DUTIES</u>	:	Strategic planning and implementation and monitoring and evaluation of relevant policies. Technical support to the pharmacy staff and pharmacy for quality assurance and clinical services governance. Overall leadership and coordination of the Pharmacy services within the Khayelitsha/ Eastern Sub-structure. Ensure good Pharmacy practices are institutionalised in the service platform. In-depth knowledge of the Health Act, National Drug Policy, Pharmacy Act, World Health Organisation and relevant policies of the WCG: Health and Wellness.
<u>ENQUIRIES</u>	:	Mr JA Kruger Tel No: (021) 360-4622
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 26/200</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (EMERGENCY MEDICINE)</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</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	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 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. Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom 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 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. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Advanced Cardiac Life Support (ACLS), Advanced Paediatric Life Support (APLS/PALS) certification. Competencies (knowledge/skills): Demonstrated clinical experience and competence in Emergency Medicine. Strong communication skills. Ability to work effectively within a multidisciplinary team and engage professionally with staff at all organisational levels. Commitment to teaching, training, and the development of an academic career in Emergency Medicine. Sound clinical decision-making and leadership skills in a high-acuity environment. Advanced Trauma Life Support (ATLS) certification.
<u>DUTIES</u>	:	Provide comprehensive clinical management of all patients presenting to the Emergency Centre, including neonates, children, adolescents, and adults. Assess, stabilise, resuscitate, and manage critically ill and injured patients. Supervise, support, and teach undergraduate students, interns, community service officers, and healthcare professionals working within the Emergency Centre. Participate actively in continuous professional development, quality improvement initiatives, clinical governance activities, and academic programmes. Participate in the departmental overtime roster as required. Provide clinical support in other hospital departments when required to meet service delivery needs.
<u>ENQUIRIES</u>	:	Dr P Cloete Tel No: (021) 799-1183 or email: Philip.cloete@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirement, 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 registration for the first time in a specific category with the relevant council (including individuals who must apply for a change in registration status).

<u>POST 26/201</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> West Coast District
<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>	:	Vredendal North Clinic, Matzikama Sub-district
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a 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 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. 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. Inherent requirement of the job: Willingness to partake in the commuted overtime system at Vredendal Hospital. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, communication, leadership and computer skills. Sound knowledge of PHC approach. Knowledge in managing PHC conditions. Knowledge of relevant Acts, guidelines, Policies and regulations administered by Western cape Health Department. Ability to work in a team.
<u>DUTIES</u>	:	Clinical Service Provision. Forensic Service provision. Service Management. Training and Development. Research and support.
<u>ENQUIRIES</u>	:	Dr Ockuis Tel No: (027) 213-2037
<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 to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 26/202</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>	:	Vanguard CHC, Southern/Western Sub-structure
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as

Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a 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 recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: A Valid driver's licence. Willingness to work within the Geographical area at various facilities. Willingness to perform Commuted overtime at the geographical 24-hour facilities as well as ability to work after-hours. Competencies (knowledge/skills): Knowledge and management of general medical and surgical conditions as well as emergency conditions at a PHC level. Experience working at a Primary Care level after community service. Knowledge applicable to South African TB and HIV care guidelines, mental health care and other chronic diseases, woman and child health care and management of emergencies and acute presentations. Comprehensive, evidence based, direct patient-centered clinical service provision at a primary care level. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to perform outreach services within the Southern Western substructure and to provide support and guidance to junior colleagues and nurses.

DUTIES : Provide quality clinical care to outpatients and emergency clients presenting at primary care facilities in Southern Western Substructure. This includes chronic care, HIV and TB, woman and child health, undifferentiated clients and emergencies. Participate in skills transfer and training and development activities. Active involvement in clinical governance activities at the facility and in the substructure. Leadership and management at facility level.

ENQUIRIES : Dr A Razack Tel No: (021) 200-4500
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written or oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 26/203 : **CLINICAL PSYCHOLOGIST GRADE 1 TO 3**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R907 617 per annum
 Grade 2: R1 055 292 per annum
 Grade 3: R1 221 843 per annum
 (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. Registration with a professional council: Registration with the HPCSA as a Clinical Psychologist. Experience: **Grade 1:** None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist 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 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist 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 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid Driver's License. Willingness to travel independently between wards and service areas on hospital premises in the performance of your duties. Willingness to arrange your own transport to attend occasional off-site facilities/meetings in the performance of your duties. Competencies (knowledge/skills): Sound knowledge of clinical psychology assessment, diagnosis, psychotherapeutic interventions and psychometric assessment. Ability to function effectively within a multidisciplinary mental health team in a specialist psychiatric setting. Knowledge of relevant legislation including the Mental Health Care Act, Criminal Procedure Act, Child Care and Protection legislation, HPCSA ethical guidelines and applicable Department of Health policies. Ability to provide psychological consultation, supervision, teaching and training to students, interns and other healthcare professionals. -Good organisational, administrative, report writing, problem-solving and time management skills. Computer literacy and the ability to maintain accurate clinical and statistical records. Excellent verbal and written communication. Ability to work independently, demonstrate professional leadership, and adapt to different clinical service environments.

DUTIES

: Render comprehensive clinical psychology services including psychological assessment, diagnosis, psychometric evaluation, risk assessment, formulation, treatment planning and report writing. Provide evidence-based individual, group and family psychotherapy and contribute to psychosocial rehabilitation and mental health promotion programmes. Participate in multidisciplinary clinical activities including ward rounds, case discussions, and consultation and liaison services. Maintain clinical governance standards through appropriate administration, record keeping, referral management, statistics reporting and participation in quality improvement activities. - Contribute to the training, supervision and evaluation of intern psychologists and other students in accordance with HPCSA requirements. Participate in academic, teaching, research, continuing professional development and service development activities. Represent Psychology on relevant hospital and departmental committees and contribute to the strategic development of psychological services. Provide outreach, consultation and support services to district hospitals, community facilities and other stakeholders as required.

ENQUIRIES

: Mr W Hawa, email: waseem.hawa@westerncape.gov.za

NOTE

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

POST 26/204

: **PHARMACIST GRADE 1 TO 3 (X3 POSTS)**
Chief Directorate: Metro Health Services

SALARY

: Grade 1: R882 816 per annum
Grade 2: R954 339 per annum
Grade 3: R1 041 402 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE

: Northern/Tygerberg Sub-Structure Office (X1 Post)
Khayelitsha/Eastern Sub-Structure Office (X1 Post)
Southern/Western Sub-Structure Office (X1 Post)

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with SAPC as a Pharmacist. Experience: Grade 1: None after registration as Pharmacist with the SAPC in respect of SA employees. One-year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 2: A Minimum of 5 years relevant experience after registration as Pharmacist with a recognised foreign health professional council in respect of SA qualified employees. 6 Years relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 13 years relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees whom it is not required to perform Community Service as required in SA. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws and sound understanding of GPP compliance Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication and conflict handling skills. Computer literacy and experience in quality and data management. Experience in working as a member of a multidisciplinary team and in stakeholder engagement. training and capacity development in pharmaceutical services.
<u>DUTIES</u>	:	Coordinate and manage pharmacy training, internship, community service and learner programmes and ensure SAPC regulatory compliance, pharmacy registrations, licensing and accreditation requirements. Provide guidance on pharmacy legislation, Good Pharmacy Practice (GPP) standards and quality assurance processes. Support tutor development, learner monitoring, assessments and professional development programmes and provide operational and service delivery support to pharmacy facilities, including acting management responsibilities when required. Coordinate pharmaceutical financial reporting, expenditure monitoring and statutory submissions and contribute to workforce planning, capacity building and the establishment of future training sites. Manage private provider pharmaceutical order processes and statistical reporting. Coordinate and strengthen Antimicrobial Stewardship (AMS) programmes to promote appropriate medicine use and clinical governance and support and monitor cold chain management compliance across facilities.
<u>ENQUIRIES</u>	:	Ms T Parker Tel No: (021) 815-8876 for NTSS, Mr J Van Niekerk Tel No: (021) 360-4641 for KESS, Mr A Joseph Tel No: (021) 202-0981 for SWSS
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". Candidates will be subjected to a practical/written and oral assessment.
<u>POST 26/205</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND OPD)</u> West Coast District
<u>SALARY</u>	:	R720 819 per annum
<u>CENTRE</u>	:	Swartland Hospital, Swartland Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or 4 year Bachelor Degree in

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

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

ENQUIRIES : Ms L Julius Tel No: (022) 487-9304
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written and oral assessment.

POST 26/206 : **QUALITY ASSURANCE MANAGER**

SALARY : R605 742 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate Four-Year Diploma/Degree or equivalent in Health Sciences registerable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in a health environment. Appropriate managerial experience. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Excellent computer skills (MS Word, Excel and Power Point), sound interpersonal, managerial, communication and leadership skills. Sound knowledge and appropriate experience in Quality Assurance, Risk Management, Health and Safety and Infection Prevention and Control. Good verbal and written communication skills. Analytical, strategic thinking and creativity skills. Ability to capture, interpret and compile reports. Ability to think and function independently and to critically analyse data.

DUTIES : Engage with and live out the core values of the Western Cape Department of Health & Wellness. Effective leadership and management of the institutional Quality Assurance Plan. Effective people management within the Quality Assurance Department. Formulate standard operating procedures and strategies for quality improvement and drive implementation thereof. Effective co-ordination, control, monitoring and evaluation of quality improvement, risk management, Occupational health and safety and infection prevention and control programs, in line with health policies and regulatory norms and standards. Assist departments with achieving compliance with the Quality Assurance Plan. Support and promote staff education and development initiatives. Collect and analyse data and provide technical reports for internal and external stakeholders. -As a member of the Executive Management Committee, provide technical and strategic support to the CEO and the Management team on all aspects of quality improvement, risk management, occupational health & safety and infection prevention & control. Promote a culture of excellence, accountability, continuous learning and patient-centred care throughout the hospital.

ENQUIRIES : Dr AN Parbhoo Tel No: (021) 658-5005
NOTE : No payment of any kind is required when applying for this post.

<u>POST 26/207</u>	:	<u>SOCIAL WORKER SUPERVISOR GRADE 1 TO 2</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R496 668 per annum Grade 2: R608 859 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification in Social Work that allows for registration with the South African Council for Social Service Professionals (SACSSP) as a Social Worker. Registration with a professional council: Registration with a Professional Council for Social Service Professions (SACSSP) as a Social Worker. Experience: A minimum of 7 years appropriate experience in social worker after registration as Social Worker with SACSSP. Competencies (knowledge/skills): Sound knowledge of relevant legislation including the Mental Health Care Act, Children's Act and Domestic Violence Act. Knowledge of hospital-based social work services and integrated health and social development services delivery. Proven supervisory, leadership and people management skills. Ability to manage statutory process, governance, reporting and compliance. Excellent communication, report writing, problem solving and decision-making skills. Computer literate (MS Office, data and Information Management Systems).
<u>DUTIES</u>	:	Provide operational and professional leadership in the management of Social Work services across all inpatients, outpatient and specialized service areas within a large Metro District Hospital, including the Acute Psychiatric Unit. Manage the social work department and provide clinical and administrative supervision to social workers and students in accordance with SACSSP, OSD and WCDOH prescripts. Ensure effective delivery of statutory, psychosocial and mental social work services through quality assurance, case review and ethical oversight. Coordinate social work input into multi-disciplinary patient care, discharge planning and referral pathways to promote continuity of care and reduce avoidable delays. Ensure compliance with relevant legislation, policies, protocols and governance requirements, including accurate record keeping and reporting. Manage service statistics, compile reports and participate in audits, quality improvements initiatives and clinical governance processes. Facilitate in-service training, capacity development and professional development of staff and students.
<u>ENQUIRIES</u>	:	Dr A Martin Tel No: (021) 360-4427
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 26/208</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 AND 2 (PRIMARY HEALTH CARE) (X7 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Vanguard CHC (X2 Posts) Du Noon CHC (X1 Post) District Six CDC (X3 Posts) Lotus River CDC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (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 Care Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a 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 speciality. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to work overtime when necessary. Willingness to work at

	other facilities within the Southern/Western Sub-Structure. Competencies (knowledge/skills): Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Communication skills (written and verbal).
<u>DUTIES</u>	: Assist with the provision of Comprehensive PHC clinical service to surrounding communities. Plan and implement Health Promotion and Prevention activities in facility and community as part of COPC. Liaise with internal and external stakeholders as part of the multi-disciplinary team. Clinical governance as part of quality assurance. Information Management and timeous submission of reports and participation in facility audits. Assist with management of human resources and the development of staff.
<u>ENQUIRIES</u>	: Mr M Lingani Tel No: (021) 695-8200 - Vanguard CHC, Mr R Hall Tel No: (021) 200-4501-Du Noon CHC, Ms N Diedericks Tel No: (021) 833-5400-District Six CDC, Ms Z Sambo Tel No: (021) 703-313- Lotus River CDC
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>POST 26/209</u>	: <u>LECTURER NURSING GRADE 1 TO 2 (UNDERGRADUATE)</u> Western Cape College of Nursing
<u>SALARY</u>	: Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	: Boland/Overberg, Southern Cape Karoo and Metro Campus
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880 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 Nursing Education (R212). Or A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Nursing Education. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Possess good communication (written & verbal) and presentation skills. Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision making/problem solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.
<u>DUTIES</u>	: Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning of nursing programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Undergraduate Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College.
<u>ENQUIRIES</u>	: Dr Magerman Tel No: (021) 684-1202 / Dr S Mottian Tel No: (044) 813-1993 (Southern Cape/Karoo Campus) / Ms L Strauss Tel No: (023) 814-0090 (Boland/Overberg Campus)
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such

candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate qualification in the relevant speciality.

<u>POST 26/210</u>	:	<u>ADMINISTRATIVE MANAGER: CORPORATE SERVICES</u> Garden Route District
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Alan Blyth Hospital, Ladismith, and Kannaland Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience and knowledge of the management of support services with reference to people management, finance and supply chain management and facility management and supervision. Inherent requirements of the job: A valid driver's (Code B/EB/C1) license. Willingness to work overtime and be on standby. Competencies (knowledge/skills): Advanced computer literacy (MS Word, Excel). Good communication skills (written and verbal). Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills.
<u>DUTIES</u>	:	Efficient and effective strategic planning of the corporate services at Alan Blyth Hospital and Kannaland Sub District with support to PHC Services. Management of personnel administration, human resource development & training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Finance and supply chain management. Management of hospital fees, admissions and medical records. Effectively manages all facility-based support services and oversees maintenance requirements. Support to Medical Manager and management team.
<u>ENQUIRIES</u>	:	Dr C Dreyer Tel No: (044) 203-7203
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical evaluation and competency test.
<u>POST 26/211</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3 (MENTAL HEALTH)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE</u>	:	Southern Western Sub-Structure Office
<u>REQUIREMENTS</u>	:	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 Occupational Therapist. Experience: Grade 1: None after registration with the HPCSA as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist. Minimum of 11-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA as an Occupational Therapist. Minimum of 21-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of PFMA, Ideal Clinic, and other relevant policies, protocols, and guidelines. Ability to work within a multidisciplinary team to ensure holistic care. Report writing skills. Analytic thinking, independent decision-making and problem-solving skills. Experience in community Occupational Therapy services. Must be proactive, innovative and an independent team leader. Experience in setting up treatment programs within

<u>DUTIES</u>	:	a PHC setting. Knowledge of mental health legislations and related legal and ethical practices. Knowledge of public service acts and regulations.
	:	Assessment and treatment of community mental health patients. Contribute to the development and implementation of Occupational Therapy programs in the community. Follow the relevant policies and SOPs within the Occupational Therapy field. Administrative duties. Develop objectives and action plans for own area of work. Co-ordination of services in the district. Contribution to the awareness, promotion of mental health, and prevention of mental illness.
<u>ENQUIRIES</u>	:	Mr B Van Der Schyff Tel No: (021) 799-1103
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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)".
<u>POST 26/212</u>	:	<u>SENIOR PERSONNEL PRACTITIONER</u> Cape Winelands Health District
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Cape Winelands District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate experience in the field of Human Resource Administration. Appropriate experience in the PERSAL system. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to drive between the various Cape Winelands Sub Districts. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, and PERSAL). Good knowledge and experience in Human Resource Management. Ability to provide and facilitate training. Good interpersonal, communication, presentation and writing skills.
<u>DUTIES</u>	:	Responsible for co-ordination, supervision and control of component as well as support to supervisor. Assist with all transversal personnel practices, including all employment practices, conditions of service and terminations and SPMS within the district office and Sub districts. Render a support and advisory service with regard to personnel administration and human resource management. Provide training and advice with regards to all relevant HRM policies, legislation, prescripts and procedure within the district to ensure the correct implementation. Assist with the administration of FCE and Workplace Assessments Monitor and enforce All CWD Institutions to comply with HR policies. Coordination of HR Audit Action and CMI for the district Responsible for audit compliance for the district. Responsible PILIR Administration for the district. Render professional service with regards to district financial Disclosures and ORW.
<u>ENQUIRIES</u>	:	Mr DW September Tel No: (023) 348-8100
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 26/213</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES (RECEPTION)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Khayelitsha CHC, Khayelitsha/Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative and supervisory experience in reception. Inherent requirements of the job: Valid (Code B/EB) driver's license. After-hours availability to provide administrative support for shift staff. Competencies (knowledge/skills): Good communication skills. Strong leadership abilities to ensure correctness of work. Advance computer literacy (MS Word, Excel, PowerPoint). PHCIS, appointment system and duplication reports. Extensive knowledge of Clinicom/PHCIS.
<u>DUTIES</u>	:	Co-ordinate registry services and folder management of the facility. Supervise, manage and develop reception administration, including welcome helpdesk Clerk with regards to recordkeeping, complaints management, switchboard operation, folder hygiene and operating the patient registration system.

		Responsible for MVA claims, J88. Assist the Facility Manager and Line Managers with regards to the administrative management of the reception, records management, archiving and disposal and revenue generation. Assist with infrastructure, IT equipment and assets and submit daily statistics. Manage HR functions, SPMS, training of subordinates, leave administration, duty rosters, overtime, and assist with Labour Relations.
<u>ENQUIRIES</u>	:	Mr D Grootboom Tel No: (021) 360-5207
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 26/214</u>	:	<u>ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Khayelitsha/Eastern Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Good working knowledge and experience in Health Information System (SINJANI; PHCIS; IDEAL CLINIC MONITORING SYSTEM & DHIS). Advanced computer literacy in MS Windows (Word and Excel, Power Point & Outlook). Logical thinker, with an eye for detail and ability to produce accurate and reliable outputs within a pressured and deadline driven environment.
<u>DUTIES</u>	:	Co-Ordinate all health statistics in sub-structure. Data verification and submission to district information office in prescribed format, within set time frames and according to the Information Management Policy. Conduct and assist with audits at facility level. Participate in Sub-structure health information co-ordinating activities. Supervision and staff performance management. Information management support to all health facilities within sub-structure.
<u>ENQUIRIES</u>	:	Mr M Khonono Tel No: (021) 360-4624
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be required to undergo a competency assessment.
<u>POST 26/215</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: SURGERY FEMALE)</u>
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse or General Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to rotate to other wards in the facility excluding maternity. Competencies (knowledge/skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem solving and decision-making. Report writing skills. Good interpersonal skills. Health promotion and team building.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. -Maintain constructive working relationship with nursing and other stakeholders. -Utilise human, material, and physical resources efficiently and effectively.

<u>ENQUIRIES</u>	:	Ms S Arendse Tel No: (021) 860-2564 or email: Stephanie.Arendse@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>POST 26/216</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PALLIATIVE CARE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse or General Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate / recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work overtime as or when required. Willingness to undergo palliative care training. Competencies (knowledge/skills): Excellent theoretical and clinical knowledge in general nursing and experience in/ knowledgeable about palliative care. Passionate about palliative care. Flexible, responsive, critical and creative thinking, complex problem-solving skills, ability to work collaboratively within the MDT and between internal and external teams. Computer Literacy.
<u>DUTIES</u>	:	Facilitate the provision of holistic institutional nursing care to patients in an environment which promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regards to inpatient and outpatient care. Ensure supportive role from ward staff i.r.o end of life patients, receiving and referrals of patients, performing patient assessments and ensuring patients and appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive health care are in place for treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaising and communication with the multi-disciplinary teams, effective utilisation of training and research opportunities and effective administrative management of reporting on Palliative care.
<u>ENQUIRIES</u>	:	Ms M Rust, email: Magda.Rust@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for 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 26/217</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: HIV/AIDS/STI/TB)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE REQUIREMENTS</u>	:	Stikland Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Competencies (knowledge/skills): Knowledge of the Provincial HIV/AIDS/STI/TB programmes and the Strategic Plan. Computer literacy (MS Word, PowerPoint and Excel). Ability to work independently and in a multi-disciplinary team. Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation. Appropriate experience working with HIV/AIDS/TB patients.
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care to mental users with set standards within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
<u>ENQUIRIES NOTE</u>	:	Mr M Gayiya Tel No: (021) 940-4424 No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 26/218</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: CLINICAL FACILITATOR)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE REQUIREMENTS</u>	:	George Regional 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. 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 a Professional Nurse. Inherent requirements of the job: Willingness to work outside of normal working hours. Willingness to attend congresses/courses / workshops. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Knowledge of the nursing processes & procedures as outlined in Nursing Act and the SANC regulations. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the nurse training department.

<u>DUTIES</u>	:	Facilitate the development of learning opportunities for all nursing personnel. Facilitate the in-service training /updating of skills and competencies as well as the orientation programme for nurses. Evaluate and assess the competencies and skills of nursing personnel and personal development. Ensure the appropriate placement and accompaniment of nursing personnel. Assist with the effective management and utilisation of physical, material and financial resources within the nurse training department.
<u>ENQUIRIES</u>	:	Ms WA Klein Tel No: (044) 802-4327
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidate will be subjected to a practical. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 26/219</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (X2 POSTS)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Otto Du Plessis Hospital, Cape Agulhas Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts (weekends, public holidays and nights) and willingness to work overtime when necessary. Willingness to rotate within the different departments of the hospital. Competencies (knowledge/skills): Basic computer skills in MS Word, Excel, Outlook. Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms N Adams Tel No: (028) 424-1167
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

<u>POST 26/220</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3 (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE REQUIREMENTS</u>	:	Wesfleur Hospital, Southern/Western Sub-structure Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic) or Pharmacist Assistant (Post-Basic) Institutional. Registration with a professional council: Registration with the SAPC as a Pharmacist Assistant (Post Basic) (Institutional) or Pharmacist Assistant (Post Basic). Experience: Grade 1: None after registration with the SAPC as Pharmacist's Assistant (Post-Basic) Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Valid Driver's License (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Good computer literacy. Fluent in JAC. Ability to work as part of a team or independently. Ability to work under pressure.
<u>DUTIES</u>	:	Assist with issuing of pharmaceutical products and ensure quality provision of Pharmaceutical Care, including prescription evaluation. Working under both direct and indirect supervision of a pharmacist within the Atlantis basin which includes Mamre CHC. Assist with the control of stock by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with the packing of pharmaceuticals products. Assist with the control and distribution finished pharmacy products. Assist with the collation and organizing of information for research purposes and any reasonable job-related requests within the scope of practice of the Pharmacist Assistant: Post Basic.
<u>ENQUIRIES NOTE</u>	:	Ms S Moosa Tel No: (021) 816-8551 No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 26/221</u>	:	<u>PERSONNEL OFFICER: ADVERTISING</u> Directorate: People Practices and Administration
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, and Outlook). Good accurate typing skills. Good organising skills. Good interpersonal skills
<u>DUTIES</u>	:	Process and draft request for advertising. Weekly placement of adverts in the external media, Public Service Vacancy Circular, Government website and online portal. Process invoices from the service provider for payment of accounts to Finance. Effective and efficient record keeping with regards to advertising of posts. Liaise with districts/institutions with regard to problematic requests and follow up all pending request on a regular basis. Provide assistance to HR Officers with regard to the advertising online portal
<u>ENQUIRIES NOTE</u>	:	Mr B Brenton Tel No: (021) 483-5009 No payment of any kind is required when applying for this post.
<u>POST 26/222</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Western Cape Rehabilitation Centre

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management and Finance Administrative processes. Inherent requirement of the job: A valid (code B/EB) driver's licence. -Willingness to travel and work overtime when required. Expected to travel between O&P Centre and Brackengate Facility to provide support when operationally required. Competencies (knowledge/skills): Knowledge of LOGIS, EPS, CSD, WCSEB, ESL, SCOA and BAS Systems. Knowledge of the PFMA, National and Provincial Treasury Regulations. Knowledge of the Accounting Officer's System of the Department of Health including delegations. Computer literacy (MS Word, Excel, Outlook). Good communication and interpersonal skills. Ability to function independently as well as in a multi-disciplinary team. Good communication and interpersonal skills. Knowledge of the PFMA, National and Provincial Treasury Regulations. Knowledge of the Accounting Officer's - System of the Department of Health including delegations. Computer literacy (MS Word, Excel, PowerPoint). Ability to function independently as well as in a multi-disciplinary team.
<u>DUTIES</u>	:	Assist end-users with compilation of specifications. Ensure effective and efficient procurement are done in time, as per approved Budget. Capture requisitions and other documentation of the Supply Chain (LOGIS) system. Communicate and take minutes for the Quotation Committee. Capturing and processing of LOGIS and BAS payments on receipt and in compliance to the PFMA, NTR's, PTI's and Departmental Finance Instructions and Circulars. Follow up on outstanding commitments. File all relevant documentation and ensure audit compliance. Handle supplier queries and regular communication with end-users. Provide support to colleagues and supervisors. Processing of acquisition for goods or services. Maintenance of warehouse, i.e. receiving and issuing of goods, storage of goods, inventory control.
<u>ENQUIRIES NOTE</u>	:	Ms S Jainodien Tel No: (021) 370-2311
	:	No payment of any kind is required when applying for this post.
<u>POST 26/223</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum
	:	Victoria Hospital
	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a hospital patient administration environment. Inherent requirement of the job: Willingness to work shifts (weekends, public holidays and night shift) Including overtime and rotation as per operational needs. Competencies (knowledge/skills): Ability to work both independently and within a team. Knowledge of hospital fees policies and procedures. Good interpersonal and communication skills. Computer literacy.
<u>DUTIES</u>	:	Clinicom & HECTIS patient reception functions that include attendances & disposals as per PGWC Hospital Fees policies and procedures. Booking of appointments & patients transport on Healthnet. Attending to patient queries (both verbal and written). Responsible for receiving, handling and safekeeping of state money. Various Reception tasks or duties assigned to you by immediate supervisor. Covering for colleagues and relief between departments as per operational needs.
<u>ENQUIRIES NOTE</u>	:	Mr A Sedres Tel No: (021) 799-1144
	:	No payment of any kind is required when applying for this post.
<u>POST 26/224</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN (FEES)</u> Chief Directorate: Rural Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum
	:	Paarl Hospital
	:	Minimum educational qualification: Senior Certificate (Grade 12 or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent). Experience: Appropriate experience in a Fees-related environment dealing with Clinicom Patient Administration. Inherent requirements of the job: Rotate between departments as per operational requirements if required. Competencies (knowledge/skills): Computer literacy. (MS Office, MS Word, Excel, PowerPoint and Outlook). Knowledge and

	experience in Clinicom, Accounts Receivable (AR) system, Basic Accounting System (BAS), Uniform Patient Fees Schedule (UPFS) manual, Hospital Memorandum 18, JAC and Public Finance Management Act (PFMA).
<u>DUTIES</u>	: Perform cashier duties, including allocation of external funders and debtor payments as well as completion of all BAS transactions e.g., deposits, day-ends, journals and special journals. Complete the balancing and reconciliation processes between BAS and AR System. Follow-up on medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related finance instructions, including management of foreign debtors. General fees administration and account-related duties/enquiries as per UPFS and billing requirements. Control the JAC Information and JAC Error Report. Relief colleagues and undertake various other clerical duties as and when required.
<u>ENQUIRIES</u>	: Ms R Arendse Tel No: (021) 860-2580 or email: Raymone.Arendse@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>POST 26/225</u>	: <u>ADMINISTRATION CLERK: SUPPORT</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	: R237 453 per annum
<u>CENTRE</u>	: Service Priorities Coordination, Increasing Wellness
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Valid driver's license. Willingness to travel throughout the Province. Competencies (knowledge/skills): Knowledge and understanding of public health, project management, health promotion and cross-sectoral partnership. Good interpersonal and research skills. Computer literacy (MS suite, and digital platforms). Administrative skills. Ability to prioritise and organise work, exercise self-discipline and function under pressure, to work independently and in a team. Creativity, self-motivation, assertiveness and ability to innovate and take initiative.
<u>DUTIES</u>	: General Office Administration across Life Course Priority Areas. Provide logistical coordination and event management support for provincial, district, and intersectoral campaigns across the life-course portfolios. Support the financial and supply chain management (SCM) processes of the unit to ensure the timely acquisition of resources and compliance with financial guidelines. Record Keeping, Database Maintenance, and Monitoring and evaluation Support.
<u>ENQUIRIES</u>	: Ms K Fortune Tel No: (021) 815-8667
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.
<u>POST 26/226</u>	: <u>STAFF NURSE GRADE 1 TO 3 (VARIOUS COMPONENTS) (X8 POSTS)</u>
<u>SALARY</u>	: Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as an Enrolled Nurse. Registration with a professional council: Registration with the SANC as Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as an Enrolled Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as an Enrolled Nurse. Inherent requirement of the job: Willingness to work shifts and after-hours including weekends, public holidays and night duty. Willingness to rotate to other departments. Ability to lift and turn patients, stand for long hours and lift heavy equipment. Competencies (knowledge/skills): Knowledge of Nursing Practices. Knowledge of Infection Prevention Control, control measures and practices. Ability to interpret basic clinical signs and symptoms. Basic computer literacy.

<u>DUTIES</u>	:	Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth, ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms T Wulff Tel No: (021) 404-2109
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<u>POST 26/227</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (OPD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with South African Nursing Council as Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: none, Grade 2: A minimum of 10 years' appropriate experience in nursing after registration as Staff Nurse with SANC, Grade 3: A minimum of 20 years appropriate /recognizable experience in nursing after registration as Staff Nurse with SANC. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Willingness to rotate within the hospital in different wards. Ability to work under pressure. Competencies (knowledge/skills): Basic communication skills (both written and verbally). Ability to function as part of a team. Good human relations. The ability to render nursing care of an acceptable and safe standard.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms JJ Phillips, email: Jessica.phillips@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 26/228</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (THEATRE AND TRAUMA)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE</u>	:	Beaufort West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work shifts, night duty, including weekends, public holidays as well as overtime. Willingness to assist in the other wards in the hospital and at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication and interpersonal relationships. Self- discipline and motivation. Ability to work under pressure. Ability to work in a team across the service platforms.
<u>DUTIES</u>	:	Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self- development. Take actions to improve quality of nursing care. Participate in infection prevention and control.
<u>ENQUIRIES</u>	:	Mr JCB Kiewiet Tel No: (023) 414 -8200
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such

candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

<u>POST 26/229</u>	:	<u>ARTISAN ASSISTANT (ELECTRICAL)</u> Directorate: Engineering and Technical Services
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Metro West, Zwaanswyk, Station Road Retreat
<u>REQUIREMENTS</u>	:	Minimum requirement: Grade 10 or equivalent. Experience: Appropriate experience of maintenance and repairs of electrical components. Inherent requirements of the job: Ability to operate and use required tools and equipment skilfully and safely. Ability to perform heavy physical labour. A valid (Code B) driver's licence. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Acts.
<u>DUTIES</u>	:	Perform standby duties. Carry out minor maintenance and repairs of electrical fixtures and components. Assist with repairs and emergency breakdowns (including after-hours repairs). Assist with the control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties.
<u>ENQUIRIES</u>	:	Mr D Bosman Tel No: (021) 918-1632
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>POST 26/230</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (UROLOGY) (SESSIONAL)</u> Chief Directorate: Metro Health Service (24 hours per week) (A Total of 24 sessions will be filled. The number of sessions will be finalized at interview stage not exceeding 20 sessions per appointment)
<u>SALARY</u>	:	Grade 1: R671 per hour Grade 2: R766 per hour Grade 3: R887 per hour
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Urology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Urology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Urology. 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 Urology. 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 Urology. Inherent requirement of the job: A Valid Driver's licence Competencies (knowledge/skills): Ability to successfully run an extremely busy Urology service on a district level. Tertiary knowledge and skills in the field of emergency Urology as well as district level elective Urology. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Appropriate experience in trauma and emergency Urology surgery as the primary surgeon and treating specialist.
<u>DUTIES</u>	:	Provision of clinical service delivery at specialist level across the full spectrum of general Urologic Surgery. The specialist primary responsibility would be trauma and emergency Urology at district level. Provision of clinical service delivery at specialist level of elective Urology Surgery (district level). Supervision of clinical and operative activities of Urology surgeons- in- training. Active participation in the postgraduate and undergraduate teaching programmes of the Division of Urology. Effective management and administration of a wide range of "Portfolios" and develop, conduct and

**ENQUIRIES
NOTE**

supervise research projects. Training and Teaching of medical officers and Urology registrars and relevant burden of disease Research and Audits.

- : Prof H Bougard Tel No: (021) 402-6444
: 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)".

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**

- : 17 August 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 26/231

- : **ARCHITECT (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE
REF NO: DOI 63/2026**

**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: 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; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES

- : 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.

ENQUIRIES : Ms C du Plooy at candice.duplooy@westerncape.gov.za

POST 26/232 : **ARCHITECT (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: DOI 66/2026**

SALARY : Grade A: R791 604 per annum, (OSD as prescribed)
CENTRE : Department of Infrastructure, Western Cape Government.
REQUIREMENTS : 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: 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; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES : 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.

ENQUIRIES : Mr E du Plooy at Etienne.duPlooy@westerncape.gov.za

POST 26/233 : **PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE REF NO: DOI 32/2026 R1**

SALARY : Grade A: R914 517 - R975 582 per annum
 Grade B: R1 030 296 - R1 109 925 per annum
 Grade C: R1 172 184 - R1 376 199 per annum
 (Salary will be determined based on post registration experience as per OSD prescript).

CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate Electrical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B

driving licence. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Technical report writing; Creating high performance culture; Professional judgement; Networking. Skills in the following: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy (MS Office); Planning and organising; Conflict management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation; knowledge of public sector procurement; Ability to work under pressure.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; and Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; and Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; and Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Ms T Potgieter Tel No: (021) 483 4881

POST 26/234 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD INVESTMENT PLANNING REF NO: DOI 44/2025 R1**

SALARY : Grade A: R914 517 - Grade C: R1 376 199 per annum, (Salary will be determined based on post registration experience as per OSD prescript).

CENTRE : Department of Infrastructure, Western Cape Government.

REQUIREMENTS : Civil Engineering Degree (B Eng/ BSC(Eng)) or relevant qualification; Three years post-qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B or higher driving licence. Competencies: Knowledge of the following: Transport modelling theory and software; Traffic analysis and assessment of traffic studies and proposals; Transport planning legislation and environment to include: National Land Transport Act (Act 5 of 2009); Spatial Planning and Land Use Management Act (Act 16 of 2013); Road infrastructure design with a particular focus on project identification and road planning; Project evaluation and assessment in terms of: Economic Assessment; Multi-Criteria Assessment; Corridor Management Strategies and Arterial Management Plans; Data Management; Skills needed: Preparation of written proposals and submissions; Written and verbal communication; Analytical; Evidence-based decision making; Self-management to include planning and organising; Customer focus and responsiveness; Conflict management; Proven computer literacy; Innovation.

DUTIES : Development and evaluation of project proposals with and without model assessment; Transport model management; Development and management of transport model standard operating procedures; Development and management of Road Investment Strategy; Development and management of Corridor Management Strategies; Management of consultants and internal projects; Liaison with various stakeholders in the transport infrastructure planning environment.

<u>ENQUIRIES</u>	:	Ms M Barker at (076) 716 0984 or Melissa.Barker@westerncape.gov.za
<u>POST 26/235</u>	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: DOI 65/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Accounting, Financial Management, or a related field; A minimum of 3 years relevant experience in management accounting, budgeting, or a financial project management environment. Competencies: Knowledge of the following: Public Finance Management Act (PFMA) and Treasury Regulations; Management accounting principles (budgeting, monitoring and reporting); Government financial systems (e.g. BAS, LOGIS, SCOA); Applicable legislative, regulatory and governance frameworks; Financial analysis, data management and reporting methodologies. Skills in the following: Financial analysis and reporting; Budgeting and forecasting; Computer literacy (intermediate or advanced MS Excel, MS Word, MS Outlook); Numeracy and analytical thinking; Planning and organising; Communication (written and verbal); Problem-solving and decision-making; Data management and reconciliation; Report writing and presentation; Stakeholder engagement; Ability to work under pressure and meet deadlines; Attention to detail and accuracy.
<u>DUTIES</u>	:	Provide Budget Planning and Preparation; Provide Budget Support and Financial Control; Calculate Adjustments Estimate and Main Budget Development; Maintain Financial Governance, Compliance and Stakeholder Support.
<u>ENQUIRIES</u>	:	Mr M Solomons Tel No: (021) 483 6008
<u>POST 26/236</u>	:	<u>ELECTRICAL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ENGINEERING SERVICES (HEALTH INFRASTRUCTURE) REF NO: DOI 62/2026</u>
<u>SALARY</u>	:	Grade A: R407 337 - Grade C: R610 131 per annum, (Salary will be determined based on post registration experience as per OSD prescribed).
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government.
<u>REQUIREMENTS</u>	:	National Diploma in Electrical Engineering or relevant qualification; Three years relevant post qualification technical (Engineering) experience; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A valid code B driving licence. Competencies: Knowledge of the following: Technical: Project Management knowledge and experience: Technical design and analysis knowledge; Research and development; Computer-aided engineering; AutoCAD drawing; Knowledge of legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy (MS Project, Word, Excel, and PowerPoint).
<u>DUTIES</u>	:	Render technical services; Assist Engineers, Technologists and associates in field, workshop, and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and review and or produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases and supervise and control technical and related personnel and assets; Research and development; Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering related matters.
<u>ENQUIRIES</u>	:	Mr E Du Plooy Tel No: (021) 483 8261

POST 26/237 : **PERSONAL ASSISTANT: IMMOVABLE ASSET MANAGEMENT REF NO: DOI 64/2026**

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Department of Infrastructure, 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 secretarial/ administrative support services to management/ senior management; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: General Support; Financial Support; Record keeping; Relevant policies and procedures. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Good interpersonal and decision-making skills; Planning and Organising; Ability to work independently and as part of a team.

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

ENQUIRIES : Ms I Rohlwink at (082) 048 8966

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 : 17 August 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-pre-entry-programme/> 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, thanks 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

<u>POST 26/238</u>	:	<u>DIRECTOR: PUBLIC PARTICIPATION REF NO: LG 17/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Local Government. Western Cape Government.
<u>REQUIREMENTS</u>	:	A B-degree (NQF 7), as recognised by SAQA; 5 years' middle / senior management level experience. Competencies: Strategic Management; Change management; Programme and Project Management; People Management; Financial Management.
<u>DUTIES</u>	:	Line Management; promote public participation through providing guidance and assistance with regards to the institutionalisation and functionality of municipal ward committees; promote meaningful involvement in the affairs of local government with reference to the effectiveness and functionality of a ward committee; ensure proper management and oversight of the Community Works Programme in the Province; provide guidance and assistance to the department and municipalities regarding the institutionalisation of human rights; support with communication initiatives in municipalities; Strategic Management (including change management); People Management; Financial Management.
<u>ENQUIRIES</u>	:	Ms. N Zamxaka Tel No: (021) 483 4449

OTHER POSTS

<u>POST 26/239</u>	:	<u>DEPUTY DIRECTOR: DISASTER PREPAREDNESS & RESPONSE (TYGERBERG) REF NO: LG 19/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 years National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in middle management. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) as amended; Disaster preparedness and response; Working experience with the 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. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Crisis Management; Project Management; Risk analysis; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Manage the Provincial Disaster Management Centre; Provide Support and assist the District and City of Cape Town Centres; Develop and maintain a provincial contingency plan (preparedness and response) and disaster management plans; Manage the disaster response operations; Manage the evaluation/ review/ development of disaster management contingency plans; To oversee and manage people and financial management; Plan and manage the work of and account for the overall performance of the Sub-directorate; To manage leadership & strategic management of the Sub-directorate.
<u>ENQUIRIES</u>	:	Ms Sonja Chinnian Tel No: (021) 937 6306
<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 26/240 : **ASSISTANT DIRECTOR: DISASTER INSTITUTIONAL CAPACITY (TYGERBERG) REF NO: LG 18/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3 years National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in the disaster management field. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) as amended; Sound stakeholder forum management; Best practice regarding disaster management and fire rescue services; Knowledge of and working experience with the 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, labour practices and performance 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 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. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Crisis Management; Project Management; Risk analysis; Ability to work independently and as part of a team.

DUTIES : To assist with the coordination and facilitate: Establish the functioning of IGR Disaster Management structures in the province, including Workgroups; Collate, compile and submit Disaster Management Annual Report and responsible for Monitoring and Evaluation related reporting; Develop disaster management (DM) legislation and frameworks; Coordinate Special Events and Disaster Management, disaster response, including standby duties, and coordinating media enquiries; Responsible for capacity-building initiatives; To assist with the management of human resources, performance management, financial management, leadership & strategic management in the Sub-directorate.

ENQUIRIES : Ms S Chinnian Tel No: (021) 937 6306
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to

the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY

- 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** : 17 August 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 26/241** : **SENIOR ADMINISTRATIVE OFFICER: COMMUNITY POLICE RELATIONS REF NO: POCS 04/2026**
- SALARY** : R413 001 - R486 501 per annum (Level 08)
- CENTRE** : Department of Police Oversight and Community Safety, Western Cape Government.
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of and working experience of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Community development and client liaison (internal and external); Service delivery orientations; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skill (written and verbal); Strategic planning; Facilitation; Organisation building; Problem-solving; Report writing; Negotiation, motivational, monitoring and evaluation; Ability to work independently and as part of a team.
- DUTIES** : Support and maintain good relations between the Department and safety partners (i.e. Community Police Forums (CPFs), Neighbourhood Watch (NHWs), district municipalities, Community Safety Forums (CSFs), South African Police Services (SAPS); Administer the Community Safety funding system; Conduct formal assessments on the functionality of the safety partners [e.g. Community Safety Forums (CSFs)]; Facilitate effective and efficient communication with safety partners and stakeholders; Managerial/Supervisory functions.
- ENQUIRIES** : Mr Justin Lottring at (079) 323 2502

POST 26/242 : **ADMINISTRATION CLERK: INSTITUTION OF SOFT SECURITY REF NO: POCS 03/2026**

SALARY : R237 453 – R279 708 per annum (Level 05)
CENTRE : Department of Police Oversight and Community Safety, Western Cape Government.

REQUIREMENTS : A grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Understanding of the legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Computer Literacy; Planning and organisation; Good verbal and written communication; Interpersonal relations; Flexibility and Teamwork.

DUTIES : Render general clerical support services for the sub-directorate: Record, organise, store, capture and retrieve correspondence and data (line function), update registers and statistics; Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services, obtain quotations and complete procurement forms for the purchasing of inventory; Provide personnel administration clerical support services within the component: Keep and maintain a leave and attendance registers for the component, keep and maintain personnel records in the component; Provide financial administration support services in the component: Liaise with stakeholders to receive and review Community Safety Partnership Funding (CSPF) reports and payments, process CSPF payments.

ENQUIRIES : Ms N Daniels at 082) 7919 184

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 : 17 August 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 26/243 : **ASSISTANT DIRECTOR: RISK ADVISOR REF NO: DOTP 41/2026**

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); A minimum of 3 years' relevant experience; A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Extensive knowledge of enterprise risk management frameworks and working principles; familiarity with public sector legislative and regulatory knowledge such as PFMA and national treasury risk management regulations. Applicable legislation and regulatory frameworks. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Excellent Communication skills (written and verbal); Ability to deal with various levels of management and exercise utmost discretion in respect to sensitive and confidential information. Negotiation skills; Analytical and problem-solving

		skills; Advisory and personal judgement skills; facilitation and stakeholder engagement skills; planning, organising and time-management skills; relationship and interpersonal skills.
<u>DUTIES</u>	:	To supervise and implement the risk management framework in the organisation; Implement and maintain the enterprise risk management policies, strategies and operational plans; Ensure risk mitigation and control support; prepare and submit professional, high-quality and accurate reports; facilitate the identification, analysis and assessment of risks.
<u>ENQUIRIES</u>	:	Ms Aaqelah Haq Tel No: (021) 483 8318
<u>POST 26/244</u>	:	<u>CHIEF ANALYST DEVELOPER: ECONOMIC GOVERNANCE AND ADMINISTRATION REF NO: DOTP 81/2026</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 National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in software development and analysis. Competencies: Knowledge of the following: Information technology systems; Technical standards/procedures; Managerial functions; Needs and priorities of stakeholders; Service level agreements; National and Internal IT policies and trends; Financial Management; Project Management. Skills needed: Planning and organising; Full spectrum of development; Communication (written and verbal); Good decision making.
<u>DUTIES</u>	:	Plans, organises and controls activities of staff responsible for the development of program application and the analysis of systems; Ensure competency of subordinates through training; Systems analysis: Develops functional and technical specifications to meet the business needs of the client; Software development: Constructs and implements application programs; Quality control: Ensures technical and functional standards are observed; Prepares system documentation including training manuals; Liaison with clients.
<u>ENQUIRIES</u>	:	Ms E De Bruyn Tel No: (021) 483 6634.
<u>POST 26/245</u>	:	<u>CAPACITY BUILDING OFFICER: EDUCATION AND CULTURAL AFFAIRS AND SPORTS REF NO: DOTP 82/2026</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 National Diploma/B-degree (equivalent or higher) in Human Resource Development (HRD)/ Education / Project Management. A minimum of 3 years' relevant experience in Training or similar environment; A valid Code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of 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; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system; disciplinary and grievance procedure; Knowledge of training and learning methodologies. Skills: Data Analytics; Computer Literacy; Language skills; Performance Management; Reporting; Information and Data Management; Facilitation and Training; Strategic and performance Planning.
<u>DUTIES</u>	:	Project and activity management: Plan project activities and budgets, ensuring technical and functional standards are observed; Coordinate project resources to achieve timely delivery of milestones; Report on project progress and manage contracts, including financial control of outsourced project: Training and Development: Design, develop and update ICT learning material and courses; Deliver training programmes and facilitate interventions by external providers; Evaluate and assess the impact of training interventions for continuous improvement and training and application skills in digital technologies across basic skills, productivity tools, artificial intelligence across various delivery modalities including a learning management system ;

		Research: Analyse training needs and identify opportunities for digital and alternative learning solutions; Research and recommend new ICT learning methods, tools and approaches; Provide quality assurance of training interventions and frontline support through helpdesk services; Course management and support: Keep record of and analyse users' particular needs, from which further training courses, digital learning opportunities and FAQ websites will be developed; Provide professional advice and assistance to project leaders and managers in defining projects and creating project plans; Perform financial control/certification of outsourced projects; Moderate quality assessor training evaluation reports; Perform contract management for outsourced projects.
<u>ENQUIRIES</u>	:	Ronwynne Rhoda Tel No: (021) 9007111
<u>POST 26/246</u>	:	<u>ASSISTANT DIRECTOR: SERVICE CONDITIONS REF NO: DOTP 85/2026</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 tertiary qualification (National Diploma/B Degree or higher) in Human Resources or related; a minimum of 3 years' relevant experience. A valid Code B driving licence or higher. 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 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, National and Provincial Treasury Regulations, 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 Relations legislation and regulations; Knowledge and understanding of performance management in general.
<u>DUTIES</u>	:	Implement and monitor the pension administration process; Implement and monitor Service Conditions Compliance and Allowance Administration; Implement Injury on Duty & Deductions processes; Coordinate Leave Audits, Administrative Functions, Service Termination Benefits, and Incentive Schemes; Coordinate the Processing of Leave Applications and the Administration of Temporary Incapacity Leave; Managerial functions; People management; Financial management.
<u>ENQUIRIES</u>	:	Mr N Lukhai Tel No: (021) 483 0836
<u>POST 26/247</u>	:	<u>PERFORMANCE PRACTITIONER: PERFORMANCE CONSULTING REF NO: DOTP 84/2026</u>
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Technology or related; A Minimum of 3 years' experience in network infrastructure management or information technology; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Networks; ICT Infrastructure; Technical standards/ procedures; Needs and priorities of stakeholders; Managerial functions; Service Level Agreements; National & International IT policies and Trends; Financial management; Project management; HR matters; Skills needed: Computer; Planning and organising; Organising; Research; Creativity; Decision making; Planning and co-ordination; Problem solving and Conflict management; Ability

- to work independently and as part of a team; Communication skill (written and verbal).
- DUTIES** : Plans, organises and controls activities of staff and contractors who are responsible for the development of infrastructure; Quality control; Develop and maintain network infrastructure; Prepares documentation including training manuals; Liaison with client departments; Experience in Remote/Telephonic IT support will be advantageous.
- ENQUIRIES** : Ms G Jansen Tel No: (021) 483 2750

PROVINCIAL TREASURY

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- CLOSING DATE** : 17 August 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 26/248** : **ASSISTANT DIRECTOR: NORMATIVE FINANCIAL COMPLIANCE (PFMA)**
REF NO: PT 16/2026
- SALARY** : R487 197 - R573 897 per annum (Level 09)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree (equivalent or higher) in Finance or Economics; Minimum of 3 years public sector finance experience and understanding of PFMA and Treasury regulations. Competencies: Knowledge of the following: Administrative procedures relating to financial legislation; Norms and standards (PFMA), Treasury Regulations, National and Provincial Treasury Directives and the financial governance environment, including the internal audit framework; Verbal and written communications skills, including report writing; Ability to think analytical and use data to acquire insights.
- DUTIES** : Research, develop and update financial governance norms and standards; Monitor, evaluate and report on compliance with the Public Finance Management Act; Maintain and implement the Financial Management Capacity Maturity Model or other relevant governance monitoring; Maintain, rollout and update the Governance Framework according to the need of the environment; Annual analysis and evaluation of audit outcomes and submission of reports to Cabinet and SCOPA; Support institutions with implementation of the governance framework; Project Management.
- ENQUIRIES** : Mr J Facoline Tel No: (021) 483 4388.

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** : 17 August 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 26/249 : **OFFICE MANAGER: OFFICE OF THE CHIEF DIRECTOR: SERVICE DELIVERY MANAGEMENT AND COORDINATION REF NO: DSD 56/2026**

SALARY : R487 197 - R537 897 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher; A minimum of 3 years experience in rendering executive support functions to top management. Competencies: Knowledge of the following: Public Service reporting procedures; Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual; Financial Manual; Administrative and financial management; Budget control and management; Procurement and tender administration; Human resource management; All aspects pertaining to line functions within the Department; Skills needed: Research; Analytical thinking; Financial Management; Project Management; Managerial skills; Proven computer literacy; Written and verbal communication; Problem solving; Conflict resolution.

DUTIES : Manage engagements: Ensure that the management support staff compiles programmes; Render line administrative support services: Develop and maintain systems in the office of the Chief Director's Office that will contribute towards improving efficiency in the office; Execute research, analyse information and compile complex documents for the Chief Director: Conduct research and compile comprehensive documents (not linked to a specific line function) for the Chief Director with regard to issues forthcoming from meetings; Provide Support to the Chief Director with regards to meetings; Screen documents to determine actions/information/documents required for the meeting; Manage resources of the office of the Chief Director: Determine and collate information with regards to the budget needs of the office of the Chief Director; Remains up to date with regards to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director: Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

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

POST 26/250 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: DSD 58/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in finance; A minimum of 2 years' experience in Financial Management. Competencies: Proven Knowledge in the following: Public Finance Management ACT (PFMA), National Treasury Regulations (NTR), OPTI, Division of Revenue Act (DORA), department instructions and delegations; Compilation of financial statements, Financial Management Systems (FMS) and PERSAL; Cash flow procedures (monthly reporting on revenue and expenditure); Budget process; Skills needed: analytical, problem-solving, report writing, communication (written and verbal), proven computer literacy (MS Office packages), and numerical and mathematical. 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 modern systems of governance and administration; Knowledge and understanding of public service procedures, processes and systems. Commented [KH1]: Please add the relevant knowledge that the job holder is required to have. 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 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 performance management system in general; Knowledge and understanding of the national and Provincial Treasury Regulations; knowledge and understanding of the Division of Revenue Act (DoRA); knowledge and understanding of Generally Accepted Accounting Principles (GAAP); knowledge and understanding of the Basic Accounting System (BAS) and PERSAL systems; knowledge and understanding of budget and MTEF processes.

DUTIES : Provide budgeting and planning services; Provide budget monitoring and reporting services; Implement and maintain financial management policies and processes; Maintain financial Information and knowledge management; Coordinate budget inputs from Head Office, SDA's, Chief Directorates and Facilities; Assist with the compilation of the Medium Term Expenditure: Framework (MTEF) budget; Compile and manage Adjustments Budget submissions; Capture and maintain approved budgets and adjustments on BAS; Align departmental budgets with strategic plans, APPs and operational plans; Perform costing of programmes, projects and policy initiatives; Analyse affordability and funding availability.

ENQUIRIES : Jeanine Abercrombie Tel No: (021) 483 3927

POST 26/251 : **SOCIAL WORKER ATLANTIS AND BERGRIVER SDA REF NO: DSD 57/2026 (X2 POSTS)**

SALARY : Grade 1: R338 206 - R397 668 per annum, (OSD as prescribed)
Grade 2: R413 004 – R478 395 per annum, (OSD as prescribed)
Grade 3: R496 668 - R583 833 per annum, (OSD as prescribed)
Grade 4: R608 859 – R754 785 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

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

	advocate for, and empower individuals, families, groups, organizations, and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1 Good communication skills, Report-writing skills, Self-management skills; Motivation skills; Good planning and organizing skills; Problem-solving and analytical skills; computer literacy, presentation and facilitation, and client orientation and customer focus.
<u>DUTIES</u>	: Render a social work service about the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs (casework, group work, and community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and support social auxiliary workers' continuous professional development. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	: Ms I Koen Tel No: (021) 840 3500

WESTERN CAPE MOBILITY DEPARTMENT

<u>APPLICATIONS</u>	: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	: 17 August 2026
<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.

OTHER POST

<u>POST 26/252</u>	: <u>PRINCIPAL PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS REF NO: WCMD 93/2025 R1</u>
<u>SALARY</u>	: R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	: Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	: Grade 12 (equivalent or higher qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years experience in the field; A valid code A and EC driving licence; No Criminal record. Competencies: Knowledge of the following: Operational functioning of the Directorate Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; Dimensional and Mass Limitations and the Requirements for Abnormal Load Vehicles (TRH 11); Guidelines from the Director of Public Prosecutions. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Leadership; Monitoring; People Management; Investigations; Motivational; Analytical; Operational/Project Management; Negotiation; Interpretation; Legal Evidential; Ability to work under pressure; Willingness to regularly travel away from the office.

DUTIES

: Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations; Manage joint law enforcement activities and projects (co-operative governance); Manage resources and provide leadership and direction to all subordinates; Identify and manage risks; Manage the performance of all administrative activities and related duties; Supervisory functions.

ENQUIRIES

: Mr J Mostert Tel No: (021) 483 0138/1