

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

<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>	:	07 September 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 29/272</u>	:	<u>ASSISTANT AGRICULTURAL PRACTITIONER REF NO: AGR 57/2025 R1 (X2 POSTS)</u> 3 Year Contract Position at Various Locations
<u>SALARY</u>	:	R201 093 - R236 877 per annum (Level 04), plus 37% in lieu of benefits.
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of extension methodologies; Good communication skills; Job Related Skills; Ability to communicate with clients and farmers; Basic reporting skills; Basic level of public speaking; Group dynamics understanding.
<u>DUTIES</u>	:	Assist in rendering general agricultural advice to internal and external clients so as to ensure sustainable development; Assist in providing technical support on all agricultural projects, food security initiatives, and land development support programmes and also assist with planning, advice, facilitation of training and after care; Assist in promoting a pluralistic approach and partnerships with relevant agricultural stakeholders and organised agriculture; Assist in promotion of sustainable production of agricultural products; Perform administrative and related functions.
<u>ENQUIRIES</u>	:	Mr J Aries Tel No: (021) 808 5103

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>	:	07 September 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 29/273</u>	:	<u>DEPUTY DIRECTOR: AGRI-PROCESSING REF NO: DEDAT 25/2025 R1</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive salary package)
<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) in Economics; A minimum of 3 years management experience. Competencies: Knowledge of the following: Human resource management processes. Knowledge of labour relations; Financial management; Project management and administration; Public service procedures; Applicable policies and procedures. Knowledge of economic sectors; Relationship management. Knowledge of monitoring and evaluation. Knowledge of basic research methodology. Knowledge of economic sectors. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting Finance and Audit; Information Technology; Formal Training; Economics, financial analysis; Legal Administration; Strategic Planning; Communication; Interpersonal; Analytical; Negotiation; Planning and organising; Conceptualisation; Motivational; Financial management; People management; Presentation, facilitation, coaching and mentoring; Stakeholder management; Research skills.
<u>DUTIES</u>	:	Develop operational primary sector programmes; Develop and maintain networks with stakeholders; Build and strengthen market growth and promotion of the primary sector; Identify sector specific blockages; Render project management and administration for primary sector programmes emanating from government policy; Provide Human Resource and Financial Management.
<u>ENQUIRIES</u>	:	Mr G Dingaan at Goodwell.Dingaan@westerncape.gov.za
<u>POST 29/274</u>	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: DEDAT 25/2026</u>
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08)
<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) with Accounting or Economics as majors; A minimum of 1-year relevant experience in a financial management 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 the following: Management; Customer service; Project Management; Accounting Finance and Audit; Information Technology; Financial analysis; People Management. Skills in the following: Numeracy; Computer Literacy in MS Office; Language skills; Presentation; Research; Excellent verbal and written communication skills; Interpersonal relations; Flexibility; Innovation; Organising; Delivering Results and Meeting Customer Expectations; Adhering to Principles and Values; Writing and Reporting; Presenting and Communicating Information; Working with People; Ability to work under pressure.
<u>DUTIES</u>	:	Assist in the co-ordination of the Budgeting and Planning portfolio; Assist in the co-ordination Revenue and Expenditure Portfolio; Assist in the co-ordination of the Reporting portfolio.
<u>ENQUIRIES</u>	:	Mr R Le Breton at Robert.lebreton@westerncape.gov.za or Tel No: (021) 829 9158

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.

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	28 August 2026, 17:00PM
<u>NOTE</u>	:	It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. ERRATUM: Kindly note that the advert for the Post 28/215: Assistant Director: Expenditure Analysis and Management Reporting, Salary R487 197 per annum, Centre: Head Office (Cape Town) advertised in the Public Service Vacancy 28 dated 07 August 2026 with Ref No: 28/215. Kindly note that the post has been cancelled.

OTHER POSTS

<u>POST 29/275</u>	:	<u>CLINICAL MANAGER (MEDICAL) GRADE 1</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 479 723 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Northern/Tygerberg Sub-Structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Qualification that allows for registration with the Health Professions Council of South Africa as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Strong leadership, organisational operational and contingency planning skills. Independent decision-making and problem-solving skills. Good knowledge of applicable legislation, regulations and provincial policies. Proven management competencies in a public health environment. Appropriate experience of managing health services. Supervisory experience and experience in dealing with different stakeholders.
<u>DUTIES</u>	:	Develop and nurture stakeholder relations in the Metro East Ecosystem. Oversee all clinical services within Northern Tygerberg Substructure. Ensure Quality Assurance and Medico Legal services for the Sub-structure. Clinical Governance systems design to support service improvement initiatives/innovation. Ensure implementation of service re-design and support within the Metro East Ecosystem. Ensure compliance with finance and supply chain processes with a focus on efficient service provision. Training/tutoring of junior Medical Officers. Act as custodian of the clinical governance (internal and external) and mentoring of clinical staff in the Sub-structure. Co-ordinate and facilitate outreach and support within the ecosystem.
<u>ENQUIRIES</u>	:	Dr M Phillips Tel No: (021) 815-8854
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 29/276</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (EMERGENCY MEDICINE) (X5 POSTS)</u> (1-Year Contract)
<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). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime)
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<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 the Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a 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 recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Commuted overtime is compulsory. Advanced Cardiac Life Support (ACLS) certified. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Desire to conduct research. Completion of Community Service and prior Emergency Centre experience. Appropriate and sufficient clinical experience in the emergency environment seeing trauma and non-trauma patients. Additional course, ultrasound. Ability to work as part of a multidisciplinary team.

DUTIES : Contribute to the teaching sessions for the department. Partake in the clinical governance for the department including medicolegal matters. Provision of quality clinical and non-clinical patient care in the trauma and non-trauma environment. Involvement in innovation projects and research activities within the department.

ENQUIRIES : Ms S Ndwebi Tel No: (021) 404-4157 or email: sinazo.ndwebi@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Please ensure that you attached an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all Medical Officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 28 August 2026, 17:00 PM

POST 29/277 : **REGISTRAR (MEDICAL)**
Chief Directorate: Emergency and Clinical Support Services
(4-Year Contact)

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Forensic Pathology Service
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Registration with a professional council: Registration with the HPCSA as an Independent Medical Practitioner. Inherent requirement of the job: Valid Code B/EB driver's license. Willingness to perform work outside normal working hours and away from base of employment according to an after hours duty roster. Competencies (knowledge/skills): Display knowledge and all other prescripts that concerns the functioning of a Forensic Medicine Department and continuous learning and improvement of knowledge and skills. Willingness to complete the Diploma in Forensic

Pathology with the CMSA within 12 months of employment of this post. Ability to adhere to health and safety standards. Ability to adhere to requests, follow advice and instructions from consultants and conform to divisional protocols and professional ethical and behavioural code. Problem solving abilities, as can be expected from a Registrar in FPS. Continuous academic input and contribution, including case and topic presentations, conference participation, research and participation in all academic activities in the Division. Ability to successfully complete at least one research project and submit such research manuscript for publication in a peer-reviewed journal. Above-average ability to communicate clearly and discreetly in person and in writing. Ability to travel to peripheral FPS facilities should it be required to render a supportive function at other facilities in terms of service delivery requirements. Ability to work well within a group at all levels of authority. Ability to consult with the responsible consultant, HCU or HOD when unsure of how to proceed with a case or related problem and inform a consultant whenever any work-related complication arises. Ability to work under pressure. Organisational skills and ability to plan. Rendering effective and efficient service under consultant supervision. Above-average computer and software literacy. Medical Research capabilities. Ability to contribute to the Division's teaching program by assisting in the instruction of Medical, Biomedical Science and Law students, Forensic Pathology Officers and Medical staff. Ability to perform medicolegal autopsies in the examination of unnatural death admissions. Exposure to Post-mortems, autopsy work and dissection. -Good interpersonal skills including effective service delivery within a group situation at all levels of authority.

DUTIES : To render effective and efficient service delivery to all stakeholders as per the standard of the Division. To compile reports as per the standards of the UCT Forensic Medicine and Toxicology. OFPI Division and Courts. Learning, Teaching and Training. To provide after- hour Forensic Medicine Service.

ENQUIRIES : Dr TL Cook, email: Tracy.Cook@uct.ac.za

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. Candidates who are deemed "registrable" may also apply. The appointment of successful applicants will only be effected once proof of application for registration or the proof of registration is provided. Other: Registrars will be required to register as post-graduate students with the University of Cape Town of the Western Cape as applicable according to the requirements for the discipline in the yearbook and guidelines. All applicants must be South African citizens or permanent residents. It will be expected of the successful candidate to participate in a system of Remunerated Commuted Overtime. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their Registrarship should they not be successful for advertised Specialist positions. Appointment conditions and rotation: Appointment of Registrars will be for a maximum contract period of 4 years (or 5 years dependent on the minimum requirements of the post). It may become necessary to second/ transfer staff to another hospital/ institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. -Registrars will function across health facilities, as per an agreed programme. Should the registration with the HEI as a student be discontinued for any reason, the appointment as Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression.

POST 29/278 : **MEDICAL OFFICER GRADE 1 TO 3 (CARDIOTHORACIC SURGERY)**
(1-Year Contract)

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime)

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. 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 recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Commuted overtime is compulsory. Participate in after-hours call roster for the general cardiothoracic surgery service. Competencies (knowledge/skills): Proven ability to manage cardiothoracic surgical patients. Sound clinical judgement in the peri operative and post-operative management of adult cardiac and thoracic surgery patients. Competence in ward-based patient care, emergency assessment, escalation of care, and coordination with ICU and theatre teams. Ability to work independently under senior supervision and to contribute effectively to a consultant led service. Capacity to manage service demands, including after hours emergencies and time critical referrals. Computer literacy, with the ability to maintain accurate clinical records and contribute to service audits. Understanding of the operational challenges of public health care delivery, transformation, equity, and service sustainability. Ability to function effectively in a high-pressure clinical environment is essential. Completion of Internship and Community Service. Previous experience in General Surgery and ICU.

DUTIES

: Delivery of day to day clinical services within the Cardiothoracic Surgery service of the Chris Barnard Division of Cardiothoracic Surgery. Comprehensive inpatient ward management, including admissions, daily reviews, discharges, and coordination of care. Participation in theatre lists and assistance with operative procedures as required by service demands. Management of emergency cardiothoracic referrals and after hours clinical responsibilities. Participation in outpatient clinics and pre operative patient assessment. Contribution to morbidity and mortality meetings and service audits as required. Upholding professional, ethical, and patient centered standards of care. Clinical workload includes ward management, peri operative care, emergency consultations, outpatient clinics, and assistance in theatre. High service burden with exposure to complex adult cardiac and thoracic pathology typical of a tertiary referral centre.

ENQUIRIES **NOTE**

: Prof Timothy Pennel, Email: tim.pennel@uct.ac.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 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)". Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Please ensure that you attach an updated CV. The post is primarily service delivery orientated, with limited protected time for academic or research activities.

<u>POST 29/279</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGER</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R932 292 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification at NQF level 7 (Degree) or equivalent. Experience: Appropriate experience in Supply Chain Management. Appropriate experience in Finance Management. Appropriate experience in preparation and reporting of financial statements. Appropriate and proven management experience, showing strong leadership, strategic and operational management skills. Appropriate experience Contract Management. Inherent requirements of the job: A valid (code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Generally recognized accounting practice, cost and management accounting. Knowledge of relevant legislation and regulations, including PFMA, Accounting Officer's system, National and Provincial Treasury Regulations and Finance Instructions. Advanced computer skills using MS Excel, Word, and PowerPoint with the ability to understand and analyses statistical and financial information. Proven leadership skills, together with the ability to influence and motivate others to achieve targets and deadlines. Critical and innovative thinking, to solve problems to improve organisational performance. Ability to lead, innovate and drive improved Finance and Supply Chain Management. Good communicate skills (verbal and in written).
<u>DUTIES</u>	:	Effective and efficient management of SCM. Management of revenue and patient administration. Financial and Management Accounting. Plan and manage the work of and account for the overall performance of the Sub directorate. Handle all aspects of financial management including audit compliance, budget, assets, procurement, monitoring and evaluation. Handle all aspects of People Management.
<u>ENQUIRIES</u>	:	Mr F M Van der Watt, email: Francois.vanderWatt@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 29/280</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL NURSING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R571 161 per annum
<u>CENTRE</u>	:	Brackengate Transitional Care Facility
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent (R683) qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) as a General Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse or General Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid Code B/EB driver's license. Will be required to deliver standby duties for the Hospital. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, and Power Point.) - Good interpersonal skills, leadership and communication skills. Demonstrate an in-dept knowledge of nursing and public service legislation, regulation, and Departmental Policies. Knowledge of Human resource and financial guidelines, policies, and protocols.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients.
<u>ENQUIRIES</u>	:	Ms S Abrahams Tel No: (021) 834-5826
<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 29/281</u>	:	<u>OPERATIONAL MANAGER GRADE 1 (GENERAL: NIGHT DUTY) (X2 POSTS)</u>
		Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R571 161 per annum
<u>CENTRE</u>	:	Brackengate Transitional Care Facility
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent (R683) qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) as a General Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse or General Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Valid Code B/EB driver's licence. Will be required to deliver standby duties for the Hospital. Will be required to relieve the Operational manager day shift/Nurse Manager. Competencies (knowledge/skills): Basic computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Be able to function independent and as part of the multidisciplinary team. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpersonal, leadership, organizational skills, decision making, and conflict resolution skills.
<u>DUTIES</u>	:	Manage, supervise and coordinating patient care and human resources on night duty for all departments within the hospital. Provide strategic leadership and guidance towards realization of strategic goals and objectives of the organization through the implementation of policies and regulations, and professional practices. Collect, verify and submit accurate midnight reports and handover of activities on night shift. Quality assurance management by auditing clinical records, doing ward rounds, managing patient safety incidents and complaints, coordinating and provide in-service training on night duty. Utilize the information management systems to enhance patient care and service delivery.
<u>ENQUIRIES</u>	:	Ms S Abrahams Tel No: (021) 834-5826
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. click "online applications").
<u>POST 29/282</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (NUCLEAR MEDICINE)</u>
<u>SALARY</u>	:	Grade 1: R510 906 per annum Grade 2: R598 260 per annum Grade 3: R703 785 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Nuclear Medicine. Registration with a professional council: Registration with the HPCSA as a Radiographer in Nuclear Medicine. Experience: Grade 1: None after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of RSA qualified employees. 11 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of RSA qualified employees. 21 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Will be required to be on standby and work overtime when required. Must be able to lift, move and assist patients when required.

		Competencies (knowledge/skills): Appropriate experience in a general department with knowledge of radiation protection, quality assurance and equipment safety pertaining to Nuclear Medicine radiography. Strong interpersonal and communication skills. Knowledge and skills required to perform various Nuclear Medicine investigations. Ability to work effectively in a team environment and independently.
<u>DUTIES</u>	:	Be responsible for the provision of a patient-centred radiographic imaging service. Performing high-quality nuclear medicine imaging procedures using advanced imaging equipment. Preparing, dispensing, and administering radiopharmaceuticals in accordance with clinical protocols and regulatory requirements. Ensuring patient safety, comfort, and care by effectively communicating with and preparing patients for all procedures performed. Conducting daily quality control checks on nuclear medicine equipment to ensure optimal performance and compliance. Maintaining accurate patient records, imaging data, and procedural documentation. Adhering to radiation protection principles, safety protocols, and all relevant legislative and organizational requirements. Collaborating effectively with Nuclear Medicine Physicians and the multidisciplinary healthcare team to deliver high-quality patient care. Supporting the education and development of radiography students, Community Service Radiographers, and other healthcare students, registrars, and interns through in-service training and mentorship. Should be willing to participate in research initiatives and continuous quality improvement activities within the department.
<u>ENQUIRIES</u>	:	Mr L Africa Tel No: (021) 404-4022 or Mr G Malan Tel No: (021) 404-4103
<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 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 29/283</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: HIGH CARE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Victoria Hospital
<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 duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. Or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Critical Care Nursing (Adult). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years' appropriate/recognizable experience in nursing after registration as professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, overtime, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Ability to maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Intensive and High care unit. Knowledge

		of practices or regimes within the relevant disciplines. Ability to work effectively within a multi-disciplinary team.
<u>DUTIES</u>	:	Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Intensive and High care unit. Effective utilisation of Human and Material Resources. Participate in training, development and research. Supervise and assist Staff Nurses & Nursing Assistants. Deliver a support service to the Nursing Service and the institution. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Order medication and stock control.
<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. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for the appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty.
<u>POST 29/284</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: Grade 1: None after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. -Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Diagnostic Radiographer 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: Render an after-hour service as part of your 40- hour work week as determined by the department. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems. Good communication skills.
<u>DUTIES</u>	:	Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of community service Radiographers and students. Participate in continuing professional development activities.
<u>ENQUIRIES</u>	:	Ms B Dreyer Tel No: (021) 938-5918
<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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Diagnostic Radiographer with the relevant council (including individuals who must apply for change in registration status)".

<u>POST 29/285</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u> West Coast District (4-Year Contract)
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE</u>	:	Saldanha Bay Sub-district (based at Vredenburg Hospital)
<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 Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: Grade 1: None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. 1-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: A minimum of 10 years' appropriate experience after registration with the Health Professions Council of South African (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 3: A minimum of 20 years' appropriate experience after registration with the Health Professions Council of South African (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Excellent communication skills (verbal and written). Ability to work in integrated multi-disciplinary teams across all platforms. Sound knowledge of occupational therapy care and treatment.
<u>DUTIES</u>	:	Provisions of Occupational Therapy services in the specialist field of occupation-based group, community development-rehabilitation, health promotion and prevention services. Work within a community orientated primary care approach to enhance community capacity to care for all persons within the Sub District. Creation and support of supervisory structures and enabling platforms for student practice learning. Participate in training and development.
<u>ENQUIRIES</u>	:	Dr L Profit Tel No: (022) 709-7208
<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 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 29/286</u>	:	<u>CASE MANAGER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year health related National Diploma/ Degree registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in the Managed Health Care sector i.e. Case Management or Medical Aid environment and Revenue Generation. Competencies (knowledge/skills): Knowledge of the Medical Schemes Act 131 of 1998, regulations and annexures as amended. Knowledge of prescribed minimum benefits i.e. the chronic disease list and diagnostic treatment pairs. Basic knowledge of the uniform patient fees schedule and patient billing. Knowledge of and experience in ICD 10 Codes assignment and the ability to link patient diagnosis with procedure codes. Knowledge of Clinicom and EDI

		(Electronic Data Interchange). Ability to work with Excel spread sheets, Microsoft Word and web based programs (medical aids). Excellent communication, conflict management, interpersonal and leadership skills. Excellent written and verbal communication in at least two of the three official languages of the western cape.
<u>DUTIES</u>	:	Perform Case Management functions, i.e. obtaining pre-authorization and verification of benefits as needed, concurrent, retrospective review, discharge planning and provide quotations to H2, H3 and foreign patients. Assist with Medikredit EDI rejection reports and ensure corrections are completed timeously and resubmitted to Medikredit. Liaise with the various role-players e.g. clinicians, managed care organizations and medical scheme case managers to monitor utilisation and update patient's clinical information while in hospital. Manage and implement case management policies, protocols and procedures in the hospital. Conduct clinical audits of patient accounts inclusive of medical aids, state departments e.g. RAF and COIDA to ensure accuracy of invoices with regard to ICD 10 codes, UPFS procedure codes and resource utilization. Manage and supervise Case Management and Revenue departments.
<u>ENQUIRIES</u>	:	Ms C.Swartz Tel No: (021) 360-4281
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 29/287</u>	:	<u>CASE MANAGER</u> Directorate: Management Accounting
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (Metropole Managed Healthcare)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment or Revenue Generation. Appropriate experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Inherent requirements: Willingness to travel and spend long periods away from the office. A valid Code 08 Driver's Licence. Competencies (knowledge/skills): Good knowledge of the Uniform Patient Fees Schedule (UPFS) and or other tariff structures, Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Ability to work with Excel spread sheets, Microsoft Word and web-based programs (medical aids).
<u>DUTIES</u>	:	Assist various institutions with clearing of externally funded revenue back logs related to ICD-10 code assignment, UPFS assignment and the management of PMB conditions. Assist various Hospital Fees Departments with follow-up of outstanding medical scheme and state department balances and account queries. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Perform operational Case Management functions at various institutions inclusive of pre-authorization and clinical review to ensure compliance with Case Management policies and procedures. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management. Supervision and development of staff to ensure fully functional effective staff able to meet performance targets.
<u>ENQUIRIES</u>	:	Ms L Ismail at (069) 245-5927
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. This post will not be linked to any of the Occupational Specific Dispensations.
<u>POST 29/288</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES (GENERAL ADMINISTRATIVE SUPPORT SERVICES)</u> Chief Directorate: Emergency Clinical and Services Support
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Observatory Forensic Pathology Institute

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate Supervisory experience. Appropriate experience in Administration, Finance, Supply Chain and Contract Management. Appropriate experience in LOGIS and EPS (Electronic Procurement System). Inherent requirement of the job: Will be required to wear a uniform. Valid (Code B/EB) driver's license (manual transmission). Must be able to perform overtime duties. Competencies (knowledge/skills): Ability to work under pressure and meet deadlines. Knowledge in asset management, human resource management and labour relations. Above average Computer and Software literacy. Ability to work independently as well as in a team. Ability to communicate clearly and discreetly in person and in writing. Knowledge of BAS, CSD, SEB and ECM (Electronic Content Management).
<u>DUTIES</u>	:	An effective People Management (Support). Effective Finance Management in support of the OFPI. Effective supervision of the SCM, Stores and Assets in support of the OFPI. Effective and efficient Contract Management. Liaison between Service provider, Staff, Contract Manager, Facility Manager and Section Heads.
<u>ENQUIRIES</u>	:	Mr A White Tel No: (021) 836-0966 email: Andrew.White@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates must comply with the advertised appointment requirements of the post by the closing date and time of the advert. Candidates may be subjected to a competency test.
<u>POST 29/289</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: EMPLOYEE BENEFITS</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Klipfontein / Mitchells Plain Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate or equivalent qualification. Experience: Appropriate experience in Human Resource Management. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willingness to travel to institutions within the Western Cape. Competencies (knowledge/skills): Communication skills. Advanced interpersonal skills. Ability to work independently and part of a team. Advanced leadership and management skills.
<u>DUTIES</u>	:	Supervision of staff. Process service exits/early retirements without penalisation/pension applications/enquiries. Provide advice and support to institutions, including development and training of own staff and HR staff within the Sub-structure. Manage leave administration/PILIR and incapacity matters. Administer applications for overseas trips, applications of foreign health workers, ORW's normal and Commuted overtime. Administer approvals for payment of allowances, conditions of service for PHC employees and transfer of employees. Structure MMS Packages and implementation of appointments on PERSAL.
<u>ENQUIRIES</u>	:	Ms F Lee Tel No: (021) 370-5109
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 29/290</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (VARIOUS COMPONENTS) (X5 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to perform shift work, rotation in night duty and over weekends/public holidays. Willingness to work in all departments/wards according to the operational needs of the hospital.

		Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy in MS Office and Outlook. Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation.
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care to mental users with set standards within a professional/legal framework. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
<u>ENQUIRIES</u>	:	Mr T Yusi Tel No: (021) 440-3348
<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 29/291</u>	:	<u>SENIOR EMERGENCY CONTROL CENTRE AGENT (DISPATCHER) (X14 POSTS)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Emergency Communication Centre, Metropole and Rural
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate Emergency/ Medical Call-Centre experience. Inherent requirement of the job: Ability to work shifts as per roster. Competencies (knowledge/skills): Basic knowledge of the topographical layout of the Western Cape. Good listening, work organization and prioritization skills. Computer literacy (MS office).
<u>DUTIES</u>	:	Accurately record information in order to ensure data integrity and subsequent appropriate management intervention. Alert supervisors to recurrent incidents, as well as exceptional incidents of a critical life threatening in nature, particularly in the mass casualty context. Mobilise vehicle resources, control the deployment of resources and react to delays in the individual status of the deployed vehicles. Training and supervision of Emergency Communications students during their elective. Implement any instructions as per the identified medical dispatch protocol reference system (MDPRS). Manage Major Incidents according to plan Delta and MIMMS, and mobilize other emergency services incl. Traffic, Fire SAPS and Disaster Management when required. Manage caller anxiety and stress and provide life-saving telephonic interventions.
<u>ENQUIRIES</u>	:	Ms P Masitho Tel No: (021) 932-1966 (Metropole) Ms B Dees Tel No: (023) 346-6032 (Cape Winelands/Overberg) Ms M Arries Tel No: (044) 805-5070 (Garden Route/Central Karoo) Mr A Titus Tel No: (022) 433- 8700 (West Coast)
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 29/292</u>	:	<u>PHARMACIST ASSISTANT GRADE 1 TO 3 (POST-BASIC) (WAREHOUSING) (X2 POSTS)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	Grade 1: R275 340 per annum Grade 2: R318 666 per annum Grade 3: R343 761 per annum
<u>CENTRE</u>	:	Cape Medical Depot, Directorate: Medicine Management, Laboratory and Bloods Services Support
<u>REQUIREMENTS</u>	:	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). Registration with a professional council: Registration with the SAPC as a Pharmacist Assistant Post Basic or Pharmacist Assistant Post Basic (Warehousing). Experience: Grade 1: None after registration with the SAPC as Pharmacist 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 requirement of the job: Willingness to undergo competency training to operate a hyster/ forklift. Willingness to work overtime when required. Competencies (knowledge/skills): Knowledge and/or experience in handling pharmaceutical supplies particularly in a warehouse environment, including Cold Chain Practices. Knowledge of Drug Supply Management Principles. Good knowledge of wholesale warehouse practices and procedures. Good literacy and numeric skills. The ability to work in a warehouse type situation and have the physical dexterity. Computer literacy (MS Word, Excel, Outlook, and Teams). Ability to lift heavy objects and operate heavy machinery- stackers, pallet jacks, Hyster/ Forklift. Good interpersonal and communication skills. Ability to work independently as well as in a team. Ability to comply with applicable legislation. Ability to work accurately under pressure and maintain a high work ethic.

DUTIES : Assist with the receiving and storage of pharmaceutical products from suppliers. Assist with the control of pharmaceutical stock. Assist with the Issuing of stock against orders from health facilities within the scope of practice of a Post Basic Pharmacist Assistant. Assist with the efficient and secure packaging of pharmaceutical products for delivery. Assist with the effective control and distribution of completed pharmaceutical orders to facilities. Compliance with good pharmacy practice and good warehouse practice. Support and assist the Pharmacy Supervisor with collating statistics.

ENQUIRIES : Ms C Buthelezi Tel No: (021) 483-8804
NOTE : 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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 29/293 : **ADMINISTRATION CLERK: ADMISSIONS**
Overberg District

SALARY : R237 453 per annum
CENTRE : Otto Du Plessis Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate or equivalent qualification. Experience: Appropriate administrative experience in a health environment with experience with HECTIS and CLINICOM System. Inherent requirement of the job: Willingness to work 12-hour shifts (which include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Knowledge of HECTIS & Clinicom. Knowledge of Hospital Fees Memorandum 18 and UPFS. Computer literacy (MS Word and Excel) and knowledge of record keeping procedures. Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : Registration and capturing of patient information. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Reception tasks attend patient queries and folder management. Medical records functions: Keep record, file, retrieve folders, trace old folders, deconstruct folders and compile new folders. Effective assistance and support to supervisor, colleagues and other institutions.

ENQUIRIES : Ms S Laubscher Tel No: (028) 424-1167
NOTE : No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment.

POST 29/294 : **ADMINISTRATION CLERK: SUPPORT (WASTE MANAGEMENT)**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in segregation, packaging, storage, transportation, disposal and treatment of health care risk waste in a hospital

		environment. Appropriate experience in segregation, packaging, storage, transportation, disposal and treatment of domestic waste in a hospital environment. Inherent requirement of the job: Ability to do physical work. Valid (Code B/EB) drivers' licence. Ability to lift heavy objects. Willingness to work overtime if required. Competencies (knowledge/skills): Knowledge of domestic and health care risk waste regulations and protocols. Knowledge of cleaning materials and agents. Computer literate.
<u>DUTIES</u>	:	Effectively manage of domestic and health care risk waste departments processes and adhere to infection control as well as health and safety regulations. Ensure compliance to service level agreement and deal with outsourced services. Manage the procurement of consumables, as well as the packing, supply, delivery of readily prepared items to the various hospital departments. Manage the collection, reprocessing, decontaminating and or disposal of dirty, used or expired items. Provide optimal support to supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms M Froneman Tel No: (021) 826-5864
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 29/295</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN</u> West Coast District
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Clanwilliam Hospital, Cederberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas of the post. Experience: Appropriate experience in a Hospital Fees-related environment. Competencies (knowledge/skills): Computer literacy (Microsoft Office). Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, BAS, HIS, Clinicom, Accounts Receivable (AR) System, JAC and Finance instructions. Ability to cope with a high work volume. Ability to deal with information in a confidential manner. Good interpersonal relations and organizational skills.
<u>DUTIES</u>	:	Follow up on medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related Finance Instructions. General fees, administration and account-related duties/enquiries, including filing. Manage foreign patients. Check, debit/credit invoices as per UPFS and billing requirements. Cashier duties. Control the JAC Information and JAC Error Report. Complete all BAS transactions, including deposits, day ends, journals and special journals. Complete the balancing and reconciliation process between BAS and the AR System. Finalize all EDI processes. Allocation of medical aid and debtor payments.
<u>ENQUIRIES</u>	:	Ms. R van den Berg Tel No: (027) 482-2166
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>POST 29/296</u>	:	<u>ADMINISTRATION CLERK: HRM (PERSONNEL ADMINISTRATION: PAYROLL AND SERVICE BENEFITS) (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management Administration and PERSAL. Competencies (knowledge/skills): Good communication skills (verbal and written). Computer literacy (MS Word, Excel, PowerPoint, Outlook), numeracy and mathematical skills. Good interpersonal and organisational skills and the ability to function under pressure under pressure and meet deadlines. Knowledge of the People Management prescripts in the Public Service.
<u>DUTIES</u>	:	Perform all administrative duties and PERSAL functions pertaining to personnel administration, e.g. appointments, service terminations, transfers, salary administration, leave, injury on duty, distribution of payslips, debt management. Auditing and filling of personnel data and leave records. Administer probation reviews on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars. Application of general administration, office correspondence,

		enquiries and supervisor support and implementation and application of People management policies.
<u>ENQUIRIES</u>	:	Ms J Kammies Tel No: (021) 404-2042
<u>NOTE</u>	:	No payment of any kind is required when applying for these posts. Shortlisted candidates may be subjected to a practical assessment.
<u>POST 29/297</u>	:	<u>ADMINISTRATION CLERK: HRM (RECRUITMENT AND SELECTION)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate experience in Recruitment and Selection. Competencies (knowledge/skills): Computer literacy. Attention to detail, relationship building skills, multi-tasking, time management, critical and analytical thinking. Knowledge of the Western cape Government Recruitment and Selection policy.
<u>DUTIES</u>	:	Filing of documents and maintenance of various HR databases. Support Selection Panel as HR Advisor. Process and facilitate paid/unpaid job offers and contracts of employment. Hosting of fingerprints and sending documents to external service provider for verification.
<u>ENQUIRIES</u>	:	Ms D Bailey Tel No: (021) 404-2362
<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 29/298</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (TECHNICAL SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a store environment. Appropriate experience of procurement processes. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Willingness to perform overtime when required. Competencies (knowledge/skills): Good interpersonal skills. Computer literacy (MS Outlook, MS Word, MS Excel, MS PowerPoint). Good written, verbal, listening and typing skills. Effective organising and record keeping skills. Ability to work well independently and in a team and be able to work under pressure. Must be self-motivated and reliable.
<u>DUTIES</u>	:	Perform tasks related to procurement administration, such as inviting of quotes on ePS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Provide an office administrative support function. Events, workshop, project and meeting management. Warehouse management which includes the issuing and receiving of stock, maintaining and managing stock levels, ensuring proper warehouse control, capturing of all relevant documentation on LOGIS and keeping updated filing of all documentation. Ensure compliance to all relevant prescripts related to the stores. Handle telephonic and written queries from Vendors and End Users. Support to Supervisor including responding to basic queries, scheduling appointments, diary management, taking of messages & minutes, copying, office administration, emailing and sending out notices.
<u>ENQUIRIES</u>	:	Mr L Williams Tel No: (021) 940-4452
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 29/299</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN</u> Directorate: Management Accounting
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (based at Stikland, E Block Naomi Huis, Revenue Administration office, within the province)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Hospital patient fees or a health related claims environment. Appropriate experience with medical aid/scheme claims. Appropriate working experience in a HIS (Health Information system)/Accounts Receivable System. Inherent requirements of the job: A valid (Code B/EB) drivers' licence (persons with a

	valid Learner's Licence may also apply). Willingness to travel and spend long periods away from the office. Competencies (knowledge/skills): Knowledge of In-Hospital Patient fees or in a health-related claims environment, medical aid/scheme claims, HIS (Health Information system)/Accounts Receivable System. Knowledge of the Hospital Fees policies and procedures. Knowledge of UPFS tariff structures. Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems. Ability to perform billing related transactions for State Departments i.e. RAF (Road Accident Fund), SANDF (South African National Defence Force), SAPS (South African Police Services), DCS (Department of Correctional Services) and COID (Compensation for Occupational Injury on Duty). Computer literacy in Microsoft Office applications (Word, and Excel).
<u>DUTIES</u>	: Assist various facilities with billing of account backlogs, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS (Uniformed Patient Fee Schedule) billing procedures. Assist facilities fees departments with relevant reports for follow up of outstanding patient accounts and invoices. Assist with submissions of EDI (Electronic Data Interchange) claims, rejections and resubmissions. Liaise with debtors, Medical Aids, and other relevant stakeholders regarding queries; stale claims and outstanding balances. Ensure submission of invoices to State Departments and assist hospitals to clear backlogs in terms of outstanding invoices. Assist with the clean-up of outstanding medical aid balances through the provision of support i.e investigation and follow-up, or escalation, of outstanding accounts. Assist with the clean-up of outstanding medical aid balances by providing the relevant reports i.e distribute reports (BD006) to hospitals, or similar reports to medical schemes.
<u>ENQUIRIES</u>	: Ms L Ismail Tel No: (069) 245-5927
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates must be prepared to complete a competency test as part of the evaluation process.
<u>POST 29/300</u>	: <u>STAFF NURSE GRADE 1 TO 3 (CHILDREN'S WARD)</u> Garden Route 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>	: Oudtshoorn 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 requirement of the job: Willingness to work shifts, night duty, including weekends, public holidays as well as overtime. Willingness to assists 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 in a team across the service platforms.
<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. Take actions to improve quality of nursing care. Participate in infection prevention and control.
<u>ENQUIRIES</u>	: Ms WR Abrahams Tel No: (044) 203 - 7203
<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 29/301</u>	:	<u>LAUNDRY SUPERVISOR (FOLDERS/IRONING) (X8 POSTS)</u> Directorate: Facilities Management (Laundry Services)
<u>SALARY</u>	:	R201 903 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (Tygerberg and Lentegeur Central Laundry)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General education and Training Certificate (GETC) Grade 9 (Std 7). Experience: Appropriate experience in laundry and linen environment. Inherent requirement of the job: The ability to work public holidays and overtime when required. The ability to deal with diversity in culture and attitudes. Ability to work under pressure, perform physically demanding tasks and to handle heavy objects. Competencies (knowledge/skills): Good numerical skills. Knowledge of and the ability to interpret the Western Cape Government Linen Management Policy. Ability to maintain confidentiality. Knowledge and understanding of laundry and linen policies and Hygiene and Safety standards. Good communication skills.
<u>DUTIES</u>	:	Supervision and control of the daily operations of the laundry section. Supervise and record of dispatched linen from the linen bank to the hospital wards. Supervision of laundry processing and maintenance services. Check and monitor condition of laundry machine equipment. Supervise and monitor cleaning of laundry equipment in line with environmental health and safety standards. Supervision of human and physical resources. Guide and mentor staff on the provision of laundry services. Conduct performance reviews of staff on the Staff Performance system (PERMIS). Assist with in service training of staff. Effective quality control and supervision of the laundry services. Perform pre-condemning of linen and report irregularities to the Line Manager. Implementation of infection control and waste management in the laundry unit. Ensure effective control and effective management of data/stats in the laundry unit. Ensuring high standards of cleanliness and- proper linen handling.
<u>ENQUIRIES</u>	:	Mr J Roberts Tel No: (021) 933-0834
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 29/302</u>	:	<u>PORTER (X6 POSTS)</u>
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a healthcare environment. Inherent requirement of the job: Willingness to work shifts and ability to report for duty at 6:30 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Willingness to work irregular hours as required. Competencies (knowledge/skills): Good communication skills. Ability to adhere to safety standards, infection control, prevention of cross contamination.
<u>DUTIES</u>	:	Transport patients and corpses. Transport blood specimens from various wards to various laboratories and vice versa. Assist with loading of patients in and out of ambulances, vehicles, to & from, beds, trolleys, or wheelchairs and vice versa. Responsible for collecting and cleaning of wheelchairs, trolleys and blood hampers.
<u>ENQUIRIES</u>	:	Ms B Kluyts Tel No: (021) 938-5961
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
<u>POST 29/303</u>	:	<u>GENERAL WORKER: STORES</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a stores/warehouse environment. Inherent requirements of the job: Incumbent must be able and strong enough to lift heavy boxes. Do filing and general assisting in other departments. Work after hours and weekends when required. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work independently and in a team. Good interpersonal and communication skills.
<u>DUTIES</u>	:	Deliver stock to wards, theatres, administration building and any other department. Ensure issue vouchers are returned to relevant clerk to capture and file. Assist clerk with checking, receiving, packing, unpacking, storage and issuing of stock according to standards. Safe keeping of equipment and stock

		(consumables and inventory) in the stores. Assist to ensure effective Stock Control procedures are maintained and enforced. Assist clerk with stock take and general duties. Keep the store neat, tidy and clean in order to comply with safety regulations. Perform other duties as assigned by the supervisor.
<u>ENQUIRIES</u>	:	Ms R Van Renen, email: Rolene.VanRenen@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 29/304</u>	:	<u>HOUSEHOLD AID</u> West Coast District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Radie Kotze Hospital, Bergriver Sub-district
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirements of the job: Willingness to work overtime, shifts including night shift, weekends and on public holidays. Willingness to handle buff machine, etc. Ability to handle heavy objects. Willingness to work in a team and rotate around the hospital. Competencies (knowledge/skills): Good interpersonal skills. Good verbal, as well as written communication skills. Appropriate knowledge with the use of the cleaning equipment, cleaning materials and cleaning detergents and stock.
<u>DUTIES</u>	:	Deliver an effective, efficient and safe hygiene and domestic services in a hospital environment. Contribute to effective management of domestic responsibilities. Effective and efficient Waste Management. Participates in linen management. Contributes to effective utilization and functioning of consumables, apparatus and equipment. Renders optimal support service to Household supervisor.
<u>ENQUIRIES</u>	:	Ms TJ Fredericks Tel No: (021) (022) 814-0460
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>POST 29/305</u>	:	<u>CLEANER (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Bothasig CDC (X1 Post) Elsies River CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic reading and writing skills. Experience: Appropriate cleaning experience in a Health Facility. Inherent requirements of the job: Willingness to work 12-hour shifts and after hours (night duty, weekends and public holidays). Willingness to work overtime on short notice when required. Ability to perform physical tasks e.g. utilization of cleaning equipment etc. Willingness to work in the geographical PHC facilities within the Northern/Tygerberg Sub-Structure when operationally required. Competencies (knowledge/skills): Good interpersonal skills. Appropriate knowledge with the use of cleaning equipment and cleaning materials.
<u>DUTIES</u>	:	Provide a clean and hygienic environment to prevent the spread of infection. General cleaning and maintenance (dusting, sweeping, vacuuming, polishing, scrubbing and mopping). Effective utilization of cleaning materials and equipment. Ensure that cleaning equipment is clean after usage and securely stored. Effective use of cleaning agents and stock as well as elementary stock control. Responsible for general hygiene and safe environment in terms of standard and procedures. Optimal support to supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms C Lloyd Tel No: (021) (021) 818-0940 for Bothasig CDC, Ms. J Isaacs Tel No: (021) 931-0211 for Elsie's River CHC
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment/oral assessment.
<u>POST 29/306</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (INTERNAL MEDICINE) (20 SESSIONS)</u> Chief Directorate: Metro Health Services (12-Month Contract)
<u>SALARY</u>	:	Grade 1: R671 per hour Grade 2: R766 per hour Grade 3: R887 per hour
<u>CENTRE</u>	:	Karl Bremer Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in Internal Medicine. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Internal Medicine. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist in Internal Medicine, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee). Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist in Internal Medicine, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee). Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Clinical experience in Internal Medicine with competence in echocardiography. Ability to render high quality clinical care in the in- and out-patient setting, including excellent medical record keeping. Ability to balance the outputs of a large clinical workload with the teaching and supervisory requirements of the position. Be computer literate, have strong administrative, managerial, communication and conflict resolution skills.
<u>DUTIES</u>	:	Clinical service delivery at specialist level across the full spectrum of Internal Medicine services, including wards, outpatients, emergency centre and specialised clinics. Administrative & clinical governance including OPD management, medical record keeping, data analysis, quality improvement and equipment management. Teaching, training and supervision of junior medical staff and students with participation in the hospital academic program. Domain specific outputs and participation within the Metro East ecosystem, including alignment with all aspects of district-hospital-level Internal / General Medicine – both within the hospital and the Metro East ecosystem.
<u>ENQUIRIES</u>	:	Dr S le Roux Tel No: (021) (021) 918-1990
<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 with their 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 29/307</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS) (SESSIONAL) (5 TO 20 SESSIONS PER WEEK)</u> Chief Directorate: Metro Health Services (Contract Till 31 March 2029)
<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 Orthopaedics. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Orthopaedics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Orthopaedics. 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 Orthopaedics. 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 Orthopaedics. Inherent requirements of the job: Valid Driver's licence. Willingness to perform after hour calls when necessary. Competencies (knowledge/skills): Ability to successfully participate in an extremely busy orthopaedic service on a district level. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Tertiary knowledge and skills in the field of Trauma and Emergency Orthopaedic Surgery as well as district level elective orthopaedics. Appropriate and relevant experience in

		orthopaedics as a Medical Specialist. Appropriate experience in trauma and emergency orthopaedic surgery as a primary surgeon. Appropriate experience in hip arthroplasty as the primary surgeon on district level.
<u>DUTIES</u>	:	Provision of clinical service delivery at specialist level across the full spectrum of general Orthopaedic Surgery. The primary responsibility would be trauma and emergency Orthopaedics at district level. Trauma and orthopaedic after hours calls at hospitals within the regions as specified by the employer. Provision of clinical service delivery at specialist level of elective Orthopaedic Surgery (district level). Participation in appropriate outreach programmes. Supervision of clinical and operative activities of orthopaedic surgeons- in-training. Active participation in the postgraduate and undergraduate teaching programmes of the Department. Effective management and administration of a wide range of "Portfolios" and develop, conduct and supervise research projects. Training and Teaching of medical officers and orthopaedic registrars and relevant burden of disease Research and Audits.
<u>ENQUIRIES</u>	:	Dr J Hendricks Tel No: (021) (021) 64-08 or email: Jacques.Hendricks@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 a change in registration status)".
<u>POST 29/308</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS AND CHILD HEALTH) (20 SESSIONS)</u> Chief Directorate: Metro Health Services (12-Month Contract)
<u>SALARY</u>	:	Grade 1: R671 per hour Grade 2: R766 per hour Grade 3: R887 per hour
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in Paediatrics. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Paediatrics. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist in Paediatrics, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee). Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist in Paediatrics, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee). Inherent requirements of the job: Valid driver's licence. Willingness to travel. Competencies (knowledge/skills): Ability to render high quality clinical care in the in- and out-patient setting, including excellent medical record keeping. Ability to balance the outputs of a large clinical workload with the teaching and supervisory requirements of the position. Be computer literate, have strong administrative, managerial, communication and conflict resolution skills.
<u>DUTIES</u>	:	Clinical service delivery at specialist level across the full spectrum of Paediatrics / Child Health services, focused on OPD & specialised clinics but including wards and emergency centre. Administrative & clinical governance including oversight and management in OPD, medical record keeping, data analysis, quality improvement and equipment management. Teaching, training and supervision of junior medical staff and students with participation in the hospital academic program. Domain specific outputs and participation within the Metro East ecosystem, including promotion of child health and alignment with all aspects of district-level Child Health – within the hospital and the Metro East ecosystem.
<u>ENQUIRIES</u>	:	Dr S le Roux Tel No: (021) 918-1990
<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 with their 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).

DEPARTMENT OF INFRASTRUCTURE

<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>	:	07 September 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 29/309</u>	:	<u>DEPUTY DIRECTOR: BUDGET IMMOVABLE ASSET REF NO: DOI 68/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management; A minimum of 3 years relevant experience in management accounting at supervisory/management level (Assistant Director). Competencies: Knowledge of the following: Public Finance Management Act (PFMA), Treasury Regulations, NT Instructions/Practice Notes applicable to budgeting and financial management; Provincial budgeting processes (MTEF, ENE/AENE, Rollovers, virements, shifting of funds); Management accounting principles, cash-flow planning, expenditure analysis, and cost-driver modelling; Revenue and expenditure control processes within the public sector; Public finance, human resources (HR) and records management processes; Functioning of the province and the activities of sister departments/related functional areas; Government policies; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Advanced numeracy, analytical and financial modelling skills; Strong report-writing, presentation and communication skills; Computer literacy (Advanced Microsoft Excel, Microsoft Word (report writing), Presentation tools); Project management, problem-solving, and stakeholder engagement; Accounting/Finance skills relating to budgeting and in-year financial reporting; Team leadership & people management; Problem solving & decision-making; Planning & organising; Attention to detail.
<u>DUTIES</u>	:	Undertake financial planning, budgeting processes by analysing project lists for infrastructure programmes; Manage the roll-over, Adjustment Estimates of National Expenditure (AENE), and virement process; Manage reporting of Immovable Assets sub-directorate including inputs to the Infrastructure Reporting Model (IRM); Manage administrative and operational functions of the Immovable Asset Sub-directorate.
<u>ENQUIRIES</u>	:	Ms S Andrews Tel No: (021) 483 483 5180

<u>POST 29/310</u>	:	<u>PROFESSIONAL ENGINEER (PRODUCTION LEVEL): REGIONAL ROADS MANAGEMENT (OUDTSHOORN) REF NO: DOI 95/2025 R2</u>
<u>SALARY</u>	:	Grade A: R914 517 - Grade C: R1 376 199 per annum, (Salary will be determined based on post registration experience as per OSD prescript)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government.
<u>REQUIREMENTS</u>	:	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: Land use planning, economics, relevant legislation, regulations, policies and acts; Road design and construction; Project management; Strategic capability and leadership; Professional judgement; Networking. Skills needed: Financial management; Written and verbal communication; Analytical; Computer-aided engineering applications; Research and development; Technical report writing; Problem solving.
<u>DUTIES</u>	:	Provide comment and recommendations on development applications affecting the proclaimed road network; Develop mechanisms and procedures to counteract illegal activity affecting the proclaimed road network; Identify road safety problems, develop and implement remedial measures; Coordinate and manage in-house road construction, reseal, regravell and specialised routine road maintenance activities conducted at the Regional Office and District Municipalities; Develop procedures and methods to improve on productivity and quality of inhouse projects; Manage acceptance and quality control procedures and compile design standard specifications for inhouse projects; Compile tender documentation and technical specifications for the acquisition of road building and maintenance material as well as other road services; Undertake other duties in support of the District Road Engineer; Extensive relevant experience and working knowledge of the following will be advantageous: Road-built environment; Management of road construction and maintenance projects; Road planning, design and financial management; Project management; Construction equipment and effective implementation thereof; Supply chain and procurement processes, Environmental legislation and Occupational Health and Safety regulations.
<u>ENQUIRIES</u>	:	Mr X Smuts Tel No: (044) 272 6071
<u>POST 29/311</u>	:	<u>ARCHITECTURAL TECHNOLOGIST (PRODUCTION): ARCHITECTURAL SERVICES REF NO: DOI 69/2026</u>
<u>SALARY</u>	:	Grade A: R471 720 - Grade C: R717 846 per annum, (Salary will be determined based on post registration experience as per OSD prescript)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government.
<u>REQUIREMENTS</u>	:	Bachelor of Technology in Architecture (B. Tech) or relevant qualification; Three years post qualification Senior Architectural Technologist experience required; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid driving licence. Competencies: Knowledge of the following: Technical: Project management; Architectural planning; Research and development; Computer-aided architectural applications; Knowledge of legal compliance; Technical report writing; Networking; Professional judgement. Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication; Computer skills; Planning and organising; People management.
<u>DUTIES</u>	:	Provide technological advisory services: Support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design; Detail design, landscape design and preparation of working drawings that will serve as legal instructions to the building contractor and in the process supervise building to ensure that the building is built according to the working drawings and other legal documents; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying architectural principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures;

		Research/literature studies on technical architectural technology to improve expertise and liaise with relevant boards/councils on architectural-related matters.
<u>ENQUIRIES</u>	:	Ms E van den berg Tel No: (021) 483 9972
<u>POST 29/312</u>	:	<u>ADMINISTRATIVE OFFICER: ECONOMIC HUB REF NO: DOI 67/2026</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Department of Infrastructure, 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. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Record management; 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; Modern systems of governance and administration; Public service procedures, processes and systems; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Computer Literacy in Ms Office (Word, Excel and PowerPoint); Excellent Communication (written and verbal skills); Ability to work in a team; Ability to work under pressure and meets deadlines; Reliable; Self-motivated.
<u>DUTIES</u>	:	Render administrative support services; Provide support to Project Officer regarding meetings; Support the Project Officer with the administration of the budget; Analyse the relevant Public Service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms S Abdurahman Tel No: (021) 483 5019
<u>POST 29/313</u>	:	<u>ACCOUNTING CLERK: BANKING AND CASH REF NO: DOI 70/2026</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government.
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification) with Mathematics and/or Accounting as subjects passed; A valid driving license (Code B or higher). Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999,(DORA, PSA, PSR, PPPFA, Financial Manual); Financial operating systems and data base management; Skills needed: Computer literacy (MS Office); Planning and organising; Good verbal and written communication; Basic Numeracy; Ability to capture data and collate financial statistics; Ability to operate office equipment and Ability to work under pressure.
<u>DUTIES</u>	:	Render Financial Accounting transactions: Process financial claims in accordance with applicable prescripts and ensure all supporting documentation is complete and accurate; Maintain and reconcile ledger accounts to ensure accurate recording of all financial transactions; Perform Bookkeeping support services: Accurately capture all financial transactions into the relevant financial operating systems; Clear suspense and ledger accounts timeously by investigating and resolving reconciling items.
<u>ENQUIRIES</u>	:	Mr G Friester Tel No: (021) 483 5277
DEPARTMENT OF LOCAL GOVERNMENT		
<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>	:	07 September 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 29/314 : **DEPUTY DIRECTOR: LEGISLATION DEVELOPMENT REF NO: LG 20/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Local Government, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration or Law; A minimum of 3 years middle management experience. Competencies: Knowledge of the following: The Constitution and Local Government suite of Legislations-ie. Municipal Systems Act 32 of 2000, Municipal Structures Act, 117 of 1998; Political Environment; Drafting legislation; Human Resource Management; Financial Management. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Good interpersonal and decision-making; Supervising staff; Planning and Organising; Language; Research; Ability to work independently and as part of a team.

DUTIES : Support Municipalities with the development, review and/or implementation of Local Government legislation and legal instruments; Develop comments on National Bills, Provincial Bills, Policies and/or Draft Regulations; Development and Amendment of Provincial Legislation, coordinating procedural matters pertaining to councils; Provide advice on Legislation and facilitate execution of statutory mandates of MEC for Local Government; Capacitation and training to councilors and/or municipal officials; Monitor implementation of financial recovery plans; Plan and manage the work of and account for the overall performance of the sub-directorate; People Management; Financial Management; Strategic Management.

ENQUIRIES : Mr K Makan Tel No: (021) 483 4365

POST 29/315 : **DEPUTY DIRECTOR: DISASTER INSTITUTIONAL CAPACITY (TYGERBERG) REF NO: LG 21/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Disaster Management or relevant field; A minimum of 3 years middle management experience. 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; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Crises Management; Project Management; Emotional resilience and stress management; Financial Management including Contract Management; People Management and Empowerment; Ability to work independently and as part of a team and collaboration.
<u>DUTIES</u>	:	To assist with the coordination and facilitation of the institutionalisation disaster management in the province: Establish the functioning of IGR Disaster Management structures in the province, including workgroups; Co-ordinate special events in the province; Develop disaster management (DM) legislation and frameworks; Collate, compile and submit Disaster Management Annual Report, perform disaster response team leader function while on standby and during disaster activation; Responsible for Monitoring and Evaluation and related reporting; People and Financial Management; Plan and manage the work of and account for the overall performance of the Sub-directorate; Develop and support capacity building initiatives.
<u>ENQUIRIES</u>	:	Ms Sonja Chinnian Tel No: (021) 937 6306
<u>POST 29/316</u>	:	<u>REGIONAL COORDINATOR: CDW MANAGEMENT: REGION B (CENTRAL KAROO) REF NO: LG 10/2026</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); 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: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; People Management; Intergovernmental Relations; Stakeholder Management.
<u>DUTIES</u>	:	Develop and maintain sound inter-governmental relations; Monitor and maintain regular contact and supervision of CDW Supervisor and contact with CDWs; Co-ordinate, monitor and manage the required information; Inform the CDWP Manager of all issues; Gather relevant information and co-ordinate appropriate actions relevant information and co-ordinate appropriate actions; Undertake Any Other Tasks or Interventions in the Regions; Managerial functions.
<u>ENQUIRIES</u>	:	Ms M Petro Tel No: (021) 483 2864
<u>POST 29/317</u>	:	<u>ASSISTANT DIRECTOR: RECOVERY (TYGERBERG) REF NO: LG 24/2026</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in the disaster

management or relevant 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; 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; Province and the activities of sister departments/related functional areas; Labour Relations legislation and regulations; Performance management in general; Policies of the government of the day. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Crises Management; Project Management; Ability to work independently and as part of a team.

DUTIES : To assist with the coordination and facilitate: Coordinate the disaster assessment and verification processes; Coordinate declaration processes; Conduct the disaster debriefings / post event analysis studies per declared disaster; Facilitate and coordinate the disaster relief, rehabilitation, reconstruction; Facilitate funding expenditure processes and procedures; Responsible for report writing; Perform disaster response team member function while on standby and during disaster activation; 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

POST 29/318 : **ADMINISTRATION CLERK: DISASTER INSTITUTIONAL CAPACITY REF NO: LG 23/2026**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge and understanding of the following: Administrative processes; Clerical duties, practices as well as the ability to capture data; Government knowledge, including financial processes and Batho Pele Principles; Procedures in terms of the working environment; The understanding of social dynamics of communities; Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Record keeping and Communication skills (written and verbal).

DUTIES : Render general administrative support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component and provide financial administration support services in the component.

ENQUIRIES : Ms S Chinnian Tel No: (021) 937 6306

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 : 07 September 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

<u>POST 29/319</u>	:	<u>DEPUTY DIRECTOR: PHYSICAL PROTECTION REF NO: POCS 08/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Police Oversight and Community Safety, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); PSIRA registration minimum Grade B; A minimum of 3 years middle management experience in a security 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: Working knowledge of the following: Legislation, regulatory frameworks, policies and best practices in relation to safety and security; 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. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); People Management; Project Management; Conflict Management; Analytical; communication skills (written and verbal); Contract management; Problem solving; Investigation; Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting / Finance / Audit.
<u>DUTIES</u>	:	Facilitate the provisioning of security to safeguard the assets of the provincial government (employees/property/visitors); Facilitate the provisioning of outsourced security service providers to departments; Plan and manage the work of and account for the overall performance of the Sub-directorate; Financial Management; People Management.
<u>ENQUIRIES</u>	:	Mr Fred Watkins at Fred.Watkins@westerncape.gov.za
<u>POST 29/320</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE SERVICES RELATIONSHIP MANAGEMENT REF NO: POCS 06/2026</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of Police Oversight and Community Safety, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 5 years relevant experience. Competencies: Knowledge and working experience of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management

		in general; Skills in the following: Numeracy; Computer Literacy; Language; Project Management; Accounting / Finance / Audit; Budgeting and Financial Management; Communication and Information Management; Continuous Improvement; Citizen Focus and Responsiveness; Diversity Management; Impact and Influence; Planning and Organising; Problem Solving and Decision Making.
<u>DUTIES</u>	:	Implement, monitor, assess and report on the service delivery of the Corporate Service Centre to the department in terms of the service level agreement; Implement and coordinate the periodic internal review of the Corporate Service Centre service level agreement to ensure alignment with the department's service delivery requirements; Oversee the implementation of departmental operational service delivery obligations as required by the Corporate Services Centre service level agreement; Perform managerial functions.
<u>ENQUIRIES</u>	:	Ms Leandré Barends at Leandre.Barends@westerncape.gov.za
<u>POST 29/321</u>	:	<u>ASSISTANT DIRECTOR: PHYSICAL PROTECTION REF NO: POCS 07/2026</u>
<u>SALARY CENTRE</u>	:	R487 197 - R573 897 per annum (Level 09)
	:	Department of Police Oversight and Community Safety, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher); PSIRA registration minimum Grade B; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; 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. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); People Management; Project Management; Conflict Management; Communication skills (written and verbal); Contract management; Problem solving; Numeracy; Literacy; Accounting / Finance / Audit.
<u>DUTIES</u>	:	Coordinate the provisioning of security services to safeguard Provincial Government assets, including employees, property and visitors; Manage and oversee the performance of outsourced security service providers across departments; Coordinate planning, reporting and performance management activities for physical protection; Managerial functions.
<u>ENQUIRIES</u>	:	Mr Denzil Samuels at Denzil.Samuels@westerncape.gov.za
<u>POST 29/322</u>	:	<u>ADMINISTRATION CLERK: STRATEGIC PLANNING AND COORDINATION REF NO: POCS 05/2026</u>
<u>SALARY CENTRE</u>	:	R237 453 – R279 708 per annum (Level 05)
	:	Department of Police Oversight and Community Safety, Western Cape Government.
<u>REQUIREMENTS</u>	:	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: Planning and Organising; Writing and Reporting; Working with People; Adhering to Principles and Values; Relating and Networking; Problem Solving and Decision Making; Project Management; Accounting / Finance / Audit; Communication (written and verbal); Budgeting and Financial Management.
<u>DUTIES</u>	:	Provide personnel administration clerical support services within the component; Render general clerical support services; Provide supply chain

ENQUIRIES

clerical support services within the component; Provide financial administration support services in the component.
Ms N Gallant Tel No: (021) 483 6954

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

: 07 September 2026

NOTE

: Only applications submitted online will be submitted. 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 (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 the potential SMS members have a background in process and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 national hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme>. The successful candidate shall be subjected to a leadership assessment, within on (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 development gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contact and performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interest. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 29/323

: **DIRECTOR: POLICY RESEARCH AND ANALYSIS REF NO: DOTP 87/2026**

SALARY

: R1 317 384 per annum (Level 13), (all-inclusive salary package)

CENTRE

: Department of the Premier, Western Cape Government.

REQUIREMENTS

: An appropriate qualification at NQF level 7 as recognised by SAQA; A minimum of 5 years' experience at a middle/senior managerial level. Competencies: Knowledge of the following: Proven senior management expertise and practical experience in: Legislation and Governance: Deep understanding of modern systems of governance and public administration, including a thorough understanding of the constitutional, legal and institutional frameworks governing the South African public sector, and the application thereof in the Western Cape Government spatial information priorities; Regulatory Frameworks: The Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Labour Relations legislation, and related financial prescripts, directives and collective agreements, with demonstrated ability to ensure compliance, risk management, and sound governance and

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

DUTIES

: Line Management: Lead, transform, and manage the Western Cape Government's transversal policy, strategy and strategic planning functional areas. Lead research, analysis, and monitoring of the provincial policy environment to identify "whole of government and whole of society interventions" and drive a transversal response that is reflected in departments' policy, strategy, and strategic plans; Analyse the three spheres of government's policies, strategies, and laws (e.g., regulation, legislation, and bylaws) to evaluate their implications for the strategic agenda, operations, and service delivery models of the WCG and transversal structures, such as Portfolios; Analyse on-going national policy and strategy developments, and sensitise Cabinet, Sector Committees and departments on its implications for the province; Facilitate the development of transversal provincial policies as may be required (including stakeholder consultation as required); Ensure that WCG legislation, policies and strategies align with the Provincial Strategic Plan and long-term plans; Facilitate the periodic review of the Provincial Strategic Plan in line with prescribed strategic planning and budgetary processes; Institutionalise foresight (e.g. environmental scanning and scenario planning) in the development of strategy, policy, and strategic planning at various levels within the organisation (i.e., WCG, Portfolios, and departments) to ensure strategic decisions are calibrated against current and emerging external factors; Lead the development of transversal strategy, policy, and strategic planning processes and deliverables to generate intelligence that informs executive decisions and feeds into performance management systems; Ensure that WCG legislation, policies and strategies align and comply with human rights principles and with international, constitutional and national human rights obligations, policies and strategies; Provide thought leadership and engage in cross-cutting innovation initiatives that fall under the work of the Innovation, Culture, and Governance Portfolio, as well as Policy and Strategy-led innovation initiatives. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Drive the Directorate's strategic planning process; Drive the development and management of the strategic and business plans for the Directorate; Continuously evaluate the Directorate's performance, proactively report on delivery and emerging risks, adapt plans, and reallocate resources; Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it; Foster and promote a culture of innovation within the Directorate, and the Department; Diligently perform all duties assigned to the post of Director. People Management and Empowerment: Recruit, develop,

and retain staff in appropriate numbers and grades to achieve the Directorate's objectives; Motivate, train, and guide employees to achieve excellence in service delivery; Manage performance, evaluation, and development of staff; Oversee workforce planning, capacity building, and service delivery improvement initiatives; Promote sound labour relations and maintain discipline within the Directorate. Financial Management: Manage participation in the Directorate budgeting process, including Annual and Adjustment Budgets; Assume accountability for efficient, economic, and effective management of the Directorate's budget and expenditure; Ensure adherence to procurement, tender, and contract management requirements; Ensure alignment of expenditure with departmental and strategic objectives; Report on financial matters to the Chief Director and relevant oversight structures; Ensure appropriate risk management controls, asset management, and record-keeping are in place and adhered to.

ENQUIRIES : Ms. A Goldstuck; Alison.Goldstuck@westerncape.gov.za

OTHER POSTS

POST 29/324 : **DEPUTY DIRECTOR: SKILLS DEVELOPMENT FACILITATION REF NO: DOTP 32/2026**

SALARY : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management experience. Competencies: Knowledge of the following: Policy development and implementation; National and Provincial legislation and instruments pertaining to human resource management; Human Resource Development Legislation, prescripts and directives. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication skills (written and verbal); Analytical skills; Strategic thinking; Ability to analyse, conceptualise and implement policy; Monitoring, evaluation and reporting; Presentation skills; Problem solving; Research; Conflict resolution.

DUTIES : Manage the sub-directorate responsible for the following for 11 WCG departments: Skills needs analysis, human resource development compliance reports (e.g. the Workplace Skills Plans), liaison with SETA's and other statutory agencies, facilitation and establishment of Skills Development and Bursary committees (HRD Committees), assess the impact of skills development interventions, fostering of people development partnerships and the administration of the Provincial Human Resource Development Forum; Perform managerial functions regarding the sub-directorate e.g. recruitment and selection of employees, motivate, train and guide employees, performance management of employees, monitor information capacity building, promote sound labour practices; Operational management of team – allocate duties, monitor outcomes and institute corrective measures to address deviations from standards and determine workflow; Give strategic direction to and manage policy issues.

ENQUIRIES : Ms F Jordaan Tel No: (021) 483 5508
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 29/325 : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS REF NO: DOTP 86/2026**

SALARY : R487 196 - R573 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of international relations and diplomacy; Knowledge of protocol; Knowledge of South Africa's foreign policy; 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 policy development, 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; Skills: Numeracy; Literacy; Computer Literacy; Language skills; Project Management.

DUTIES : Maintain and manage sound International Relations; Provide strategic guidance and advice regarding International Relations; Support stakeholders management and networking; Provide administrative support to the component.

ENQUIRIES : Mr R Thyssen @ Roderick.Thyssen@westerncape.gov.za Tel No: (021) 483 4256

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

POST 29/326 : **LABOUR RELATIONS OFFICER: MISCONDUCT DISPUTES AND GRIEVANCES REF NO: DOTP 01/2026 R1**

SALARY : R413 001- R486 501 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Labour Relations, Human Resource Management or Law; A minimum of 1-year experience within employee relations; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Service Act, Public Service Regulations, Labour Relations, Human Resource Management and Conflict Management; Appropriate labour legislation; Relevant discipline, grievance and dispute procedures. Skills needed: Proven computer literacy in MS Office Package

- (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Written and verbal communication skills.
- DUTIES** : Handle misconduct matters; Handle grievances matter; Handle disputes; Render advice on misconduct and grievance matters; Implement measures in order prevent labour unrest; Render a support service; Conduct investigations (misconduct, grievances and disputes); Draft submissions for mandates; Represent the employer in dispute (conciliation and arbitration) matters and disciplinary hearings.
- ENQUIRIES** : Ms Ilse Sinclair Tel No: (021) 483 3520
- 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.

PROVINCIAL TREASURY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 07 September 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 29/327** : **ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT SUPPORT SERVICES REF NO: PT 18/2026**
- SALARY** : R487 197 - R573 897 per annum (Level 09)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: government strategic planning, monitoring, reporting, processes; departmental operation; policies of the government of the day; with specific reference to the provincial growth and development strategy of the Western Cape; global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line function; understanding of project management; understanding of policy development, and operational management, monitoring and review processes; understanding of public

		finance, human resources and discourse management processes; and understanding of performance management in general.
<u>DUTIES</u>	:	Coordinate and facilitate the Departmental participation in developing strategic and operational planning processes. Coordinate and facilitate the Department's performance and reporting processes. Coordinate and compile the departmental service delivery improvement initiatives, including DPSC and Public Service Commission compliance. Managerial Functions: Operational management; People Management.
<u>ENQUIRIES</u>	:	Mr B Damons Tel No: (021) 483 6127
<u>POST 29/328</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING GROUP 1 REF NO: PT 19/2026</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Treasury, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher qualification); a minimum of 3 years' relevant accounting experience. Competencies: Knowledge of the following: Legislation, the PFMA accounting frameworks GRAP, MCS, any other applicable accounting frameworks, policies and best practices that have a bearing on the line functions; Strong financial accounting background specifically in GRAP and MCS accounting frameworks; Ability to work under pressure and meet deadlines; Attention to detail and good interpretation of numbers; Written and verbal communication skills; Good report writing skills; It will be advantageous to have a Post graduate qualification in accounting.
<u>DUTIES</u>	:	Provide support to departments and entities on the application of accounting frameworks; Compile, consolidate and table the Annual Consolidated Financial Statements (ACFS); Provide training regarding accounting standards and compilation of financial statements; Monitor compliance to accounting norms and standards, financial reporting guidelines in the provincial departments and entities; Performing Managerial functions.
<u>ENQUIRIES</u>	:	Ms. I Jurams at (082) 590 5241

DEPARTMENT OF SOCIAL DEVELOPMENT

<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>	:	07 September 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 29/329</u>	:	<u>COMMUNICATIONS OFFICER: COMMUNICATION AND CUSTOMER CARE DIVISION COMMUNICATION REF NO: DSD 61/2026</u>
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree or higher qualification; A minimum of 1-year relevant experience. Competencies: Knowledge and understanding of the following: The ability to execute design trends; ability to use design software including Adobe Creative Suite; social media marketing trends and principles; 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; modern systems of governance and administration; public service procedures, processes and systems; understanding of the regional and local political, economic, and social affairs impacting the provincial government of the Western Cape; constitutional and legal arrangements governing the South African public sector; public finance and human resources discourse management processes; understanding of Communication policies and guidelines; 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.
<u>DUTIES</u>	:	Develop and implement internal and external communication campaigns and products in support of departmental strategic priorities. Updating the departmental website. Develop, monitor and enhance the Department's corporate identity and brand. Media Liaison and Public Relations Support. Communication Strategy and Stakeholder Relations.
<u>ENQUIRIES</u>	:	Ms E Lewis at Ester.Lewis@westerncape.gov.za
<u>POST 29/330</u>	:	<u>STATE ACCOUNTANT: GOVERNANCE REF NO: DSD 64/2026</u>
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; information systems that aid in the management of knowledge and information pertaining to the line function; K 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. Commented; 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; province and the activities of sister departments/related functional areas; policies of the government of the day; performance management system in general. Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management.
<u>DUTIES</u>	:	Provide proper governance services; Provide fraud and loss management services; Provide fraud and loss management services; Render Assurance Services; Review and maintain financial information and knowledge management.
<u>ENQUIRIES</u>	:	Ms Telo Siwundla @ Telo.Siwundla@westerncape.gov.za
<u>POST 29/331</u>	:	<u>SOCIAL WORKER: OLDER PERSONS REF NO: DSD 59/2026</u>
<u>SALARY</u>	:	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).
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government.
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social

well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1; 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.

DUTIES

: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families, communities and organisations through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; This would include the following actions; New application (Pre funding): On-Site Monitoring; Monitoring NPOs compliance against signed Transfer Payment Agreement (TPA); Evaluate NPOs compliance against Legislative, Programme Specific and Generic Norms and Standards; Case Work, Telephonic, Ministerial complaints process (Not applicable to ECD); Group Work (Not applicable to ECD); Community Work, Organisation; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO's (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES

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

POST 29/332

: **SOCIAL WORKER: SERVICES TO PEOPLE WITH DISABILITIES REF NO: DSD 60/2026 (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 REQUIREMENTS

: Department of Social Development, Western Cape Government
: A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-

		management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1; 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.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families, communities and organisations through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; This would include the following actions; New application (Pre funding): On-Site Monitoring; Monitoring NPOs compliance against signed Transfer Payment Agreement (TPA); Evaluate NPOs compliance against Legislative, Programme Specific and Generic Norms and Standards; Case Work, Telephonic, Ministerial complaints process (Not applicable to ECD); Group Work (Not applicable to ECD); Community Work, Organisation; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO's (regulatory frameworks); 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 P Dyabhaze Tel No: (021) 483 8047
<u>POST 29/333</u>	:	<u>ADMINISTRATION CLERK: CHILDREN AND FAMILIES REF NO: DSD 62/2026</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government.
<u>REQUIREMENTS</u>	:	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 in the following: Numeracy; Literacy; Presentation; Decision-Making; Computer Literacy; Good written and communication; Interpersonal; Flexibility; Planning and Organising.
<u>DUTIES</u>	:	Render general administration support services: Record, organise, store, capture and retrieve correspondence and data(Line function); Update registers and statistics; Handle routine enquiries; Make photocopies and receive or send correspondence; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for the component; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of the component; Receive, document and distribute of all incoming mail and documents. Provide supply chain clerical support services within the Chief Directorate: Liaise with internal and external stakeholders in relation to procurement of goods and service; Obtain quotations, complete procurement forms for the purchasing of standard office items; Stock control of office stationery; Keep and maintain the asset register of the component. Provide personnel administration clerical support services: Maintain a leave register for the Chief Directorate; Keep and maintain personnel records in the Chief Directorate; Keep and maintain the attendance register of the Chief Directorate; Arrange travel and accommodation. Provide financial administration support service in the Component: Capture and update expenditure; Check correctness of subsistence and travel claims of the officials and submit to the management for approval; Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Jessica Payne Tel No: (021) 483 5798

POST 29/334 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (ATHLONE: - VARIOUS POSTS AVAILABLE); REF NO: DSD 63/2026**

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

CENTRE : Department of Social Development, Western Cape Government.
REQUIREMENTS : Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and knowledge management: keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately; protocol and professional ethics. Job-related skills: Organising and planning; Work effectively with social workers and members of multi-sectoral teams in social service delivery; Verbal and Written Communication; interpersonal; report-writing). Computer literacy, presentation and facilitation, problem-solving and analytical skills, and client orientation and customer focus.

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

ENQUIRIES : Ms E Siljeur Tel No: (021) 763-6204

WESTERN CAPE MOBILITY DEPARTMENT

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

CLOSING DATE : 07 September 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 29/335 : **DEPUTY DIRECTOR: FREIGHT RAIL: FREIGHT AND LOGISTICS REF NO: WCMD 19/2026**
(3-Year Contract Position)

SALARY : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
CENTRE : Western Cape Mobility Department, Western Cape Government.

<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' management experience in Freight, Logistics, or Rail Planning or Operations. 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; Project Management; Operational Management practices Knowledge and understanding of procurement and tendering processes; policy development; and operational management, monitoring and review processes; modern systems of governance and administration; public service procedures, processes and systems; the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; public finance, human resources and discourse management processes; the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; the functioning of the province and the activities of sister departments/related functional areas; the policies of the government of the day; of Labour Relations legislation and regulations; of performance management in general. Multimodal freight, transport logistics, or sub-sector specific knowledge. Skills: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Budgeting and Financial Management; Intergovernmental coordination and stakeholder engagement.
<u>DUTIES</u>	:	Development and implementation of freight rail strategies and projects; Manage engagement, coordination and collaboration with freight stakeholders; Manage freight rail data, information, and systems; Plan and manage the work of and account for the overall performance of the Sub-Directorate; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Ms CE Gallant at Katleho.Matsabisa@westerncape.gov.za / Tel No: (021) 483 6906
<u>POST 29/336</u>	:	<u>DEPUTY DIRECTOR: MARITIME AND INTERMODAL LOGISTICS: FREIGHT AND LOGISTICS REF NO: WCMD 20/2026</u> (3-Year Contract Post)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package) Western Cape Mobility Department, Western Cape Government.
	:	An appropriate 3-year National Diploma (equivalent or higher qualification); A minimum of 3 years management experience in Freight, logistics or Maritime Planning or Operations. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Multimodal freight, transport logistics, or sub-sector specific knowledge; 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. Skills: Numeracy, Literacy, Computer Literacy, Language, Project Management, Budgeting and Financial Management, Intergovernmental Coordination, and Stakeholder Engagement.
<u>DUTIES</u>	:	Develop and implement maritime and port strategic frameworks and projects; Manage coordination and collaboration with freight stakeholders; Manage port performance data, information systems and digital tools; Plan and manage the work of and account for the overall performance of the Sub-Directorate; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Ms CE Gallant / Corrine.Gallant@westerncape.gov.za or (Tel No: 021) 483 6906
<u>POST 29/337</u>	:	<u>ADMINISTRATIVE OFFICER: FREIGHT AND LOGISTICS REF NO: WCMD 18/2026</u> (3-Year Contract Position)
<u>SALARY</u>	:	R338 106 - R398 277 per annum (Level 07), plus 37% in lieu of service benefits.
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government.

<u>REQUIREMENTS</u>	:	An appropriate NQF level 6 qualification (equivalent or higher); A minimum of 1–year Project Administration experience. A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: 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; modern systems of governance and administration; public service procedures, processes and systems; Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; of the functioning of the Province and the activities of sister departments/related functional areas; Labour Relations legislation and regulations; performance management in general. Skills: Numeracy; Literacy; Computer Literacy; Language; Data Analysis. Other: Supervisory; Research and Report Writing; Presentation; Creative Thinking; Applying Technology.
<u>DUTIES</u>	:	Project support; high-level administrative support; Data and information management; Staff supervision; Research.
<u>ENQUIRIES</u>	:	Mr K Matsabisa Tel No: (021) 483 4887
<u>POST 29/338</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: ACQUISITION AND CONTRACT MANAGEMENT REF NO: WCMD 17/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 - R279 708 per annum (Level 05)
	:	Western Cape Mobility Department, Western Cape Government.
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Basic knowledge of the following: Supply Chain Management duties, practices as well as the ability to capture data, operate computer and collecting statistics; Understanding of the legislative framework governing the Public Service; Work procedures in terms of the working environment; insight of the Public Service financial legislations, processes and procedures, National Treasury Regulations, Provincial Treasury Instructions; Basic operating systems such as Personnel and Salary System (PERSAL), Basic Accounting System (BAS), Logistical Information System (LOGIS). Skills in the following: Good Verbal and Written Communication; Planning and Organising; Customer Care; Reporting; Problem-solving; Creative Thinking; Decision Making; Willingness to work irregular hours and meet tight deadlines; Ability to work under pressure.
<u>DUTIES</u>	:	Render acquisition clerical support services; Render clerical support with the coordination, review and compilation of a list of prospective providers for quotations; Render clerical support with the coordination, review and source of quotations from database according to the threshold values determined by National Treasury; Provide personnel administration and clerical support services within the component.
<u>ENQUIRIES</u>	:	Ms S Moodley Tel No: (021) 483 8970