

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

CLOSING DATE : 28 September 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. 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 32/314 : **STATE VETERINARIAN: ANIMAL HEALTH REF NO: AGR 36/2026 (X3 POSTS AVAILABLE IN GEORGE, STELLENBOSCH AND BOLAND)**

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

CENTRE : Department of Agriculture, Western Cape Government.

REQUIREMENTS : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Compulsory registration with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid (Code B or higher) driving license. Competencies: Knowledge of the following: Extensive fieldwork and exposure to infectious diseases; Ability to work in high-pressure outbreak environments; Physical mobility and ability to conduct inspections and investigations; Availability for after-hours and emergency response. Skills in the following: Computer literacy; Financial Management; Statistical; Research; Analytical; Communication; Interpretation.

DUTIES : Animal Health Services and Disease Control; Epidemiology and Data management; Veterinary Laboratory and Diagnostic Services; Veterinary Public Health and Food Safety Regulatory Services and Compliance; Extension Services and Stakeholder Engagement; Emergency Preparedness/Early warning and Risk Management; Administration and Management.

ENQUIRIES : Dr N Magadla Tel No: (021) 808 5250

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

POST 32/315 : **CONTROL ANIMAL HEALTH TECHNICIAN REF NO: AGR 32/2026**
(Posts available at Various Locations)

SALARY : R605 742 - R713 535 per annum (Level 10)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate National Diploma/B-Degree (equivalent or higher qualification) in Animal Health as recognized by SAQA; Valid registration with South African Veterinary Council; A minimum of 3 years appropriate experience within Animal Health environment; A valid driving licence. Competencies: Working knowledge and understanding of the following: Extensive fieldwork under varying environmental conditions; Exposure to infectious diseases and

		biohazards; Physical mobility and ability to work with animals; Availability for emergency disease response (including after-hours). Skills in the following: Proven computer literacy (MS Office); Communication (written and verbal) skills; Supervisory skills; Investigation skills; Report writing; Analytical skills; Interpretation skills; Interpersonal skills.
<u>DUTIES</u>	:	Manage and implement the detection, prevention, eradication and control of controlled and notifiable animal diseases and zoonosis; Manage a support service with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement; Manage extension services on animal health to animal owners; Supervise the resources of the Component; Disease Surveillance, Control and Outbreak Management; Epidemiology and Data Management Regulatory Compliance and Law Enforcement; Veterinary Public Health and Biosecurity; Extension Services and Stakeholder Engagement; Resource and Team Management; Administration and Reporting.
<u>ENQUIRIES</u>	:	Dr NR Magadla Tel No: (021) 808 5250
<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>POST 32/316</u>	:	<u>ASSISTANT DIRECTOR: REVENUE AND EXPENDITURE CONTROL REF NO: AGR 31/2026</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree at NQF level 7 (equivalent or higher) in Financial/Management Accounting, Financial management or related field; A minimum of 3 years relevant supervisory/ management accounting experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Basic Accounting System (BAS); 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; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language; Project Management; Accounting, Finance and Audit; Financial analytical; Financial management; Planning and organising; Communication (written and verbal); Problem-solving and decision-making; Report writing and presentation; People management.
<u>DUTIES</u>	:	Facilitate and monitor the in year monitoring system (IYM); Effective co-ordination, compilation and registration of the Medium Term Expenditure Framework (MTEF) and registration of the Adjusted budget process; Completion of the Annual Financial Statements; Appropriation statement; Design, development and implementation of Management Accounting policies and procedures with regards to SCOA; Review and maintain departmental tariff process for relevant programmes; Managerial functions.
<u>ENQUIRIES</u>	:	Ms D Zana Tel No: (021) 808 7604
<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>POST 32/317</u>	:	<u>ADMINISTRATION CLERK: WORCESTER VELD RESERVE REF NO: AGR 30/2026</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification); A valid code (B or driving license), NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Clerical duties, practices as well as the ability to capture computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills

		needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Planning and organisation; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain clerical support services; Provide personnel administration clerical support services; Provide financial administration support services and provide a reception service.
<u>ENQUIRIES</u>	:	Mr R Swart Tel No: (021) 808 7809.
<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>POST 32/318</u>	:	<u>FARM FOREMAN: FARM SERVICES: NORTIER (LAMBERTS BAY) REF NO: AGR 33/2026</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior certificate (Grade 12 or equivalent qualification); A minimum of 1-year relevant experience; A valid (Code B or driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and good understanding of the following: Livestock management record keeping; Technical expertise and knowledge in crop production methods irrigation, planting and fertilization; Infrastructure maintenance Building of new fences and pipelines; Equipment maintenance; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Staff supervision; Operational management; Problem-solving; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Oversee the execution of routine activities in respect of crop production; Oversee the execution of routine activities in respect of livestock; Oversee the execution of general farm routine activities; Oversee the execution of general routine activities in respect of infrastructure and perform all administrative and related functions.
<u>ENQUIRIES</u>	:	Mr C Rheeder Tel No: (021) 808 7789
<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>POST 32/319</u>	:	<u>FARM AID: FARM SERVICES: OUDTSHOORN REF NO: AGR 34/2026</u>
<u>SALARY</u>	:	R144 024 - R169 656 per annum (Level 02)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Abet level 2 certificate or equivalent. Competencies: Working knowledge and understanding of the following: Rearing ostrich chicks; General farm work; General routine activities with regards to infrastructure; Perform routine activities in respect of livestock; Perform routine activities in respect of plant production; Handling of ostriches; Research techniques; Cleaning routine activities in respect of infrastructure: Skills in the following: Communication skills (written and verbal); Numeracy; Literacy; Operating equipment; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Perform general activities in respect of livestock: Care for sick livestock, dipping, vaccination and dosing; Perform general activities which would: Cleaning of facilities, disposal of farm waste material; Perform general activities in respect of infrastructure: Maintain fences, pipelines, canals, dams, drinking troughs, animal housing; building; Maintain water supply system.
<u>ENQUIRIES</u>	:	Mr S. Engelbrecht Tel No: (044) 203 9408.
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or .Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3.Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
<u>POST 32/320</u>	:	<u>FARM AID: FARM SERVICES: OUTENIQUA REF NO: AGR 35/2026</u>
<u>SALARY</u>	:	R144 024 - R169 656 per annum (Level 02)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Abet level 2 certificate or equivalent. Competencies: Knowledge and understanding of the following: Farm infrastructure construction and maintenance; General maintenance of infrastructure; General Farmwork; Working with farm animals and pastures; Skills in the following: Communication (written and verbal); Ability to work independently and as part of a team; Ability to handle and carry weights of up to 50 kg; Numeracy; Literacy; Driving; Operating equipment.
<u>DUTIES</u>	:	Perform general activities in respect of crop production: Irrigation of crops, Soil cultivation and preparation (cleaning and hoeing); Perform general activities in respect of livestock: Care for sick livestock's, dipping, vaccination and dosing; Perform general activities which would: Cleaning of facilities, disposal of farm waste material; Perform general activities in respect of infrastructure: Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing; building; Maintain windmills and water supply system.
<u>ENQUIRIES</u>	:	Mr H Gerber Tel No: (044) 803 3727
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2.Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3.Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

<u>CLOSING DATE</u>	:	28 September 2026
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. 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 32/321</u>	:	<u>ASSISTANT DIRECTOR: CULTURAL SUPPORT REF NO: CAS 22/2026</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 5 years' relevant experience. Competencies: Knowledge of the following: 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; operational management practices; procurement and tendering processes; policy development, and operational management, monitoring and review processes; modern systems of governance and administration. Knowledge and understanding of 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; 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; 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; stakeholder management. Skills needed: Numeracy; Literacy; Computer Literacy; Language skills; Accounting; Finance; Audit.
<u>DUTIES</u>	:	Provide support services for cultural facilities to ensure a safe and enabling environment for cultural programmes and initiatives; Provide administrative support services to the component; Provide secretariat services to the Western Cape Cultural Commission; Operational Management; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Mr T Mchunu Tel No: (021) 483 9672.
<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>POST 32/322</u>	:	<u>ACCOUNTING CLERK: ASSURANCE SERVICES REF NO: CAS 23/2026</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Basic knowledge of the following: financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; insight of the Public Service financial legislations, procedures and Treasury regulations Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Preferential Procurement Policy Framework Act (PPPFA), Financial Manual; financial operating systems Personnel and Salary System (PERSAL), Basic Accounting System (BAS), Logistical Information System (LOGIS). Skills in the following: Numeracy; Literacy; Language skill; Computer Skills; Planning and organisation; Good verbal and written communication skills; Ability to perform routine tasks; Ability to operate office equipment's.
<u>DUTIES</u>	:	Render clerical support services with regard to assurance services, and governance, fraud and losses management services; Perform general administrative tasks within the Internal Control unit; Perform Financial Accounting and Salary Administration support services; Perform bookkeeping and budget support services.
<u>ENQUIRIES</u>	:	Mr. D Esau Tel No: 021 483 9633.
<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>POST 32/323</u>	:	<u>MUSEUM ASSISTANT: SATELLITE MUSEUM (GEORGE) REF NO: CAS 24/2026</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government.
<u>REQUIREMENTS</u>	:	Grade 12 equivalent or higher qualification (NQF 4); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: History, purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as "Batho Pele. Skills in the following: Numeracy; Literacy; Computer Literacy; Language skills. Ability in the following: Motivate own ideas and approaches; Breakdown problems into manageable parts and identify solutions; Listen well and be receptive to the ideas of others; Manage conflict; Communicate (verbally or in writing) with ease and confidence.
<u>DUTIES</u>	:	Assistance with the administration of the museum and related activities; Facilitate, present and implement public programmes and maintain public relations; Facilitate, present and implement educational and outreach programmes; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum.
<u>ENQUIRIES</u>	:	Mr. M Ntsham Tel No: (044) 873 5343
<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>POST 32/324</u>	:	<u>MUSEUM ASSISTANT: SATELLITE MUSEUM (TULBAGH) REF NO: CAS 25/2026</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 equivalent or higher qualification (NQF 4); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: History, purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as "Batho Pele. Skills in the following: Numeracy; Literacy; Computer Literacy; Language skills. Ability in the following: Motivate own ideas and approaches; Breakdown problems into manageable parts and identify solutions; Listen well and be receptive to the ideas of others; Manage conflict; Communicate (verbally or in writing) with ease and confidence.
<u>DUTIES</u>	:	Assistance with the administration of the museum and related activities; Facilitate, present and implement public programmes and maintain public relations; Facilitate, present and implement educational and outreach programmes; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum.
<u>ENQUIRIES</u>	:	Mrs. S van Niekerk Tel No: (023) 230 0148
<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>POST 32/325</u>	:	<u>MUSEUM ASSISTANT: SATELLITE MUSEUM (SIMONSTOWN) REF NO: CAS 26/2026</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government

<u>REQUIREMENTS</u>	:	Grade 12 equivalent or higher qualification (NQF 4); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: History, purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as "Batho Pele. Skills in the following: Numeracy; Literacy; Computer Literacy; Language skills. Ability in the following: Motivate own ideas and approaches; Breakdown problems into manageable parts and identify solutions; Listen well and be receptive to the ideas of others; Manage conflict; Communicate (verbally or in writing) with ease and confidence.
<u>DUTIES</u>	:	Assistance with the administration of the museum and related activities; Facilitate, present and implement public programmes and maintain public relations; Facilitate, present and implement educational and outreach programmes; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum.
<u>ENQUIRIES</u>	:	Ms T Wentzel Tel No: (021) 786 3046
<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>POST 32/326</u>	:	<u>LIBRARY MATERIAL PROCESSOR: TECHNICAL SERVICES REF NO: CAS 27/2026</u> (Various Posts available in Cape Town)
<u>SALARY</u>	:	R144 024 - R169 656 per annum (Level 02)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sports, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 (Junior certificate or equivalent qualification). Competencies: A good understanding of the following: Working with people; Working as part of a team; Following instructions and procedures; Delivering results and meeting customer expectations; Achieving personal work goals and objectives; Numeracy; Computer Literacy; Language skills.
<u>DUTIES</u>	:	Physically processing of new library material; Weekly counting, packing and dispatch of new library material to regional offices; Enter item records on Library Information Management System; Administrative duties.
<u>ENQUIRIES</u>	:	Mr B Meyer Tel No: (021) 483 2309
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

<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>	:	28 September 2026
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed

and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. 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 32/327</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER: CLIMATE CHANGE (ADAPTATION) REF NO: EADP 22/2025R1</u>
<u>SALARY CENTRE</u>	:	Grade A: R636 978 - R728 646 per annum, (OSD as prescribed).
	:	Department of Environmental Affairs and Development Planning, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 4-year Degree (or equivalent qualification) in Social, Natural, Physical, Environmental Sciences or relevant Engineering qualification; A minimum of 6 years relevant post-qualification 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: The development and/or the implementation of climate change adaptation related policies, legislation, strategies, action plans, guidelines and environmental norms and standards; Mainstreaming and capacity building climate change programmes across multiple sectors; Development and rollout of financing and funding models. Skills needed: Written and verbal communication; Proven computer literacy; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Contribute to the review and update of the Western Cape Climate Change Response Strategy and Implementation Plan and monitor, assess, drive and report on climate change response implementation in the Western Cape; Guide, coordinate and position adaptation response actions through mainstreaming the Western Cape Climate Change Response Strategy and implementation plan across provincial sectors and into local provincial level initiatives, policies, strategies and plans where applicable as well as associated monitoring, evaluation and reporting; Develop, drive and support the implementation of a climate change adaptation pathway for the province that is aligned with the Western Cape Climate Change Response Strategy and that is pro-poor, inclusive and just; Conduct research as required such as climate change adaptation strategies, risk and vulnerability assessments, monitoring and evaluation, climate budget tagging, etc; Undertake presentations, capacity building sessions and workshops on climate change to local government, business, civil society and other stakeholders; Coordinate and participate in international climate change adaptation platforms and compile adaptation focused climate change funding applications, particularly large international funding opportunities; Project, Human Resources and Financial Management.
<u>ENQUIRIES</u>	:	Ms G Isaacs Tel No: (021) 483 2775

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").
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<u>CLOSING DATE</u>	:	18 September 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 31/426: Medical Specialist Grade 1 To 3 (Orthopaedic Surgery) , Salary R 468 459 per annum Centre: Karl Bremer Hospital, advertised in the Public Service Vacancy 31 dated 28 August 2026, with reference number: Post 31/426 has been amended as follows: Post title: Medical Officer Grade 1 to 3 (Orthopaedic Surgery) , 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.)
OTHER POSTS		
<u>POST 32/328</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 395 528 per annum Grade 2: R1 592 274 per annum Grade 3: R1 844 151 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Radiology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Radiology. 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 Radiology. 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 Radiology. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness and ability to travel within the Metro. Willingness to participate in the commuted overtime system within the Metro Health Services. Competencies (knowledge/skills): Ability to oversee and report on radiological procedures, primarily CT-scanning services at a Regional Hospital. Appropriate experience in teaching, training and supervision of medical staff Work with a team of hospital clinicians to optimise use of CT-scanning facilities. Knowledge and understanding of relevant legislation, hospital procedures and policies. Good computer literacy skills in the MS Office package.
<u>DUTIES</u>	:	Clinical service provision, primarily manage, administer and co-ordinate the implementation of a comprehensive CT scanning service. X-ray reporting, provide statistics and strategic planning and assistance for ultra-sound services. Ensure the maintenance of quality care standards in the radiology services together with Chief Radiographer and Clinical Manager. Guide staff, teaching, training and supervision of staff. To support the Metro West platform as required. Efficient use of resources, manage assets, consumables, and services effectively.
<u>ENQUIRIES</u>	:	Dr J Hendricks Tel No: (021) 402-6479.
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in

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

<u>POST 32/329</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (SURGERY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 041 402 per annum Grade 2: R1 188 255 per annum Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs.) (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	Mitchells Plain District Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Appropriate experience and skills in surgical care to manage a ward, theatre and outpatients at a large district level hospital. Ability to work in a team and all levels of staff. Must be able to perform amputations and minor surgical procedures safely and without surgical supervision. Candidates must be able to perform basic diagnostic upper endoscopy.
<u>DUTIES</u>	:	Clinical management of all acute and non-acute surgical and trauma emergencies at a busy district level hospital. Management of critically ill patients including resuscitation of patients while awaiting transfer to tertiary level care. Supervision and teaching of students and interns. Provide a proficient administrative service regarding all clinical and non-clinical matters and medicolegal work. Provide guidance and leadership towards strategic goals and objectives of the department. Ensure cost efficient service at clinical level with regards to laboratory services, blood, medicines, consumables and equipment.
<u>ENQUIRIES NOTE</u>	:	Dr F Gool Tel No: (021) 377-4382
	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 32/330</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)</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 REQUIREMENTS</u>	: Groote Schuur Hospital, Observatory : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a 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. Emergency and after-hours call cover. Competencies (knowledge/skills): Experience in labour ward management, including operative and assisted deliveries. Experience in essential gynaecological emergency care. Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office.
<u>DUTIES</u>	: Leadership. Teaching. Administration. Clinical Governance. Innovation and Research. Clinical Service Provision: Patient Care: in and after-hours provision of care.
<u>ENQUIRIES</u>	: Dr A Osman or Prof M Patel or Mrs M Koks, tel no. (021) 404 6020 or email: ayesha.osman@uct.ac.za or m.patel@uct.ac.za or marilyn.koks@uct.ac.za
<u>NOTE</u>	: No payment of any kind is required when applying for this post. 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 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)". Please ensure that you attach an updated CV.
<u>POST 32/331</u>	: <u>DEPUTY DIRECTOR: EMPLOYEE RELATIONS (DISPUTE RESOLUTIONS, MISCONDUCT AND LITIGATION)</u> Directorate: Employee Relations
<u>SALARY</u>	: R932 292 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	: Head Office, Cape Town (Stationed on the premises of Stikland Hospital) : Minimum educational qualification: An appropriate 3-year National Degree/Diploma in Law (LLB) or in Labour Law. Experience: Appropriate experience in the handling and management of labour disputes (conciliation and arbitration), misconduct cases and labour court litigations. Appropriate managerial experience. Competencies (knowledge/skills): Basic computer literacy. Good communication and interpersonal skills. Knowledge of all relevant Labour Legislation and all other legislation relevant to the Health Sector. Knowledge, experience, and skills wrt dispute resolution of the relevant

		Bargaining Council and CCMA. Knowledge, experience, and skills wrt Labour Court procedures and practices. Ability to work under pressure.
<u>DUTIES</u>	:	Providing formal legal advice and guidance to all relevant stakeholders pertaining to Labour disputes, misconduct and Litigation matters. Researching, analyzing, and evaluating applicable Labour Legislation and case law. Drafting and presenting learning outcomes to all relevant stakeholders in relation to misconduct cases, labour disputes and litigation matters. Managing and presenting evidence regarding misconduct cases, labour disputes and labour court litigation matters. Facilitate training regarding misconduct, labour disputes and labour court matters. Attend, participate and present case law at all ER and all other related forums as requested. Management of Staff within the sub-directorate: Disputes and Litigation Act as Director-ER in the absence of the Director.
<u>ENQUIRIES</u>	:	Adv W Small Tel No: (021) 831-5852
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 32/332</u>	:	<u>ENGINEER PRODUCTION GRADE A TO C (CIVIL/STRUCTURAL)</u> Directorate: Infrastructure Planning
<u>SALARY</u>	:	Grade A: R914 517 per annum Grade B: R1 030 296 per annum Grade C: R1 172 184 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 4-year degree in Civil Engineering (B Eng/BSc.Eng) and three years' post. Qualification engineering experience required. Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: Grade A: At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g. BSc (Eng.). Grade B: At least 14 years appropriate/recognisable experience after registration as a Professional Engineer. Grade C: At least 26 years appropriate/recognisable after registration as a Professional Engineer. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). Appropriate experience in and understanding the design and construction of complex buildings and associated civil and/or structural infrastructure. Proven experience with feasibility studies in terms of life cycle costing of civil and/or structural engineering elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations in English and sound interpersonal and good verbal and written communication skills.
<u>DUTIES</u>	:	Development, interpretation and customisation of functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate civil and/or structural engineering installations, undertake design work and implement corrective measures, where necessary. Oversee implementation (design and construction) and commissioning of civil and/or structural engineering installations. Assist in site investigations and preparation of User Asset Management Plans. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.
<u>ENQUIRIES</u>	:	Ms T Crawford, email: Terri-Ann.Crawford@westerncape.gov.za
<u>POST 32/333</u>	:	<u>ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R785 568 per annum
<u>CENTRE</u>	:	Nomzamo CDC, Khayelitsha/Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least

1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). -OR A4 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 postgraduate diploma (R635) accredited with the SANC in Primary Health Care Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification reflected as in the requirements above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): The ability to function independently as well as in a multi-disciplinary team (Including the NPO sector). Good interpersonal, leadership and communication skills. Computer literacy. Extensive knowledge with statistical data, financial management and contract Management.

DUTIES : Responsible for the Corporate and Clinical governs of the health facility (services and programs). Responsible for implementing services delivery priorities iro clinical protocols, guidelines and SOP that address the Burden of Disease. Responsible for Quality Assurance; IDEAL Clinic implementation and infrastructure maintenance planning. Management of human and physical resources and control of financial expenditure. -Involvement in training programmes in conjunction with Human Resource development and Training component. Liaise with relevant role players ensuring an integrated service within the district. Provide or assist with services within KESS facilities and across the Metro East Ecosystem in accordance with operational requirements and service delivery needs.

ENQUIRIES : Ms N Peton Tel No: (021) 360-4633
NOTE : No payment of any kind is required when applying for this post. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 32/334 : **QUALITY ASSURANCE MANAGER: CENTRAL HOSPITAL**

SALARY : R650 742 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Four-year National Diploma / Degree or equivalent qualification in Health Sciences, registerable with a South African Statutory Health Professions Council or the South African Nursing Council. Experience: Appropriate experience in quality assurance, risk management and health service governance. Appropriate management experience within a hospital environment. Experience in patient safety, complaints management, adverse incident management, clinical audit, occupational health and safety, and service improvement. Experience in personnel management. Inherent requirements of the job: A valid Code EB/B driver's license. Competencies (knowledge/skills): Extensive knowledge of health service delivery systems, quality assurance, clinical governance, patient safety, risk management, and occupational health and safety. Knowledge of relevant legislation, policies, norms, standards, compliance tools and reporting requirements within the public health sector. Strong leadership, management, communication, interpersonal, analytical and problem-solving skills. Ability to lead multidisciplinary teams, influence service improvement, manage change and work collaboratively with internal and external stakeholders. Computer literacy, including the ability to maintain, analyse and interpret databases and reports. Ability to prepare high-quality written reports, presentations, policies and action plans. Computer literacy, particularly in MS Office (MS Word, Excel, Outlook, PowerPoint).

DUTIES : Provide strategic and operational leadership for quality assurance, clinical governance, risk management, patient safety and occupational health and safety within Groote Schuur Hospital. Develop, implement, monitor and evaluate systems that strengthen the quality, safety, effectiveness and accountability of care across clinical, administrative and institutional management functions. Lead and coordinate quality improvement initiatives,

including the complaints and compliments system, adverse incident reporting, morbidity and mortality review processes, clinical audits, patient satisfaction surveys and waiting time surveys. Analyse data and service trends to identify risks, gaps and areas for improvement, and ensure the development, implementation and monitoring of appropriate corrective action plans. Support outbreak investigations, infection prevention and control surveillance, occupational health programmes and compliance with relevant legislation, policies, standards, norms and service improvement plans. Develop, review and implement policies, protocols, standard operating procedures and reporting systems that promote safe, effective, equitable and patient-centred service delivery. Provide technical advice, training and support to departments and multidisciplinary teams, and promote a culture of quality, accountability, learning, responsiveness and continuous improvement across the hospital. May be required to perform duties outside of normal working hours.

ENQUIRIES

: Dr S De Vries Tel No: (021) 404-3178

NOTE

: No payment of any kind is required when applying for this post. A practical/competency test may form part of the shortlisting and/or interview process.

POST 32/335

: **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH SERVICES)**
West Coast Health District

SALARY

: Grade 1: R571 161 per annum

CENTRE

: Saldanha PHC, Saldanha Bay Sub-district

REQUIREMENTS

: Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel and work overtime when required. Competencies (knowledge/skills): Ability to think strategically and analytically, work independently, as well as the ability to interpret and implement policies and guidelines. Computer literacy (MS Word, Excel and PowerPoint).

DUTIES

: Coordination and implementation of the Sub-district integrated comprehensive health services i.e. HIV/AIDS/STI/TB services and establishing service linkages with integrated management of chronic conditions, 1st 1000 day's strategy, adolescent, women's and men's health services and establishing health services linkages on all service platforms at Subdistrict level. Provide oversight, supervision and support to health facilities with regards to the implementation quality assurance policies, guidelines, protocols, norms and standards. Involvement with People Development component in skills development and training to support integrated health services provision. Responsible for the strengthening and coordination of internal and external interface management with stakeholders, including NPOs, to enhance implementation of the COPC principles. Monitoring and Evaluation of Integrated Health services performance as well as the effective implementation of appropriate projects to improve the integrated Primary Health care services and outcomes in the Sub-district.

ENQUIRIES

: Ms A.R. Louw Tel No: (022) 709-5067

NOTE

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

POST 32/336

: **CLINICAL NURSE PRACTITIONER (PRIMARY HEALTH CARE) (X3 POSTS)**
Overberg District

SALARY

: Grade 1: R495 423 per annum

Grade 2: R607 350 per annum

CENTRE

: Grabouw Community Health Centre

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1 year post basic qualification OR a post-graduate diploma in the relevant speciality. Inherent requirement of the job: Valid (Code B/EB/C1) driver's licence and willingness to travel. Willingness to work on the mobile health clinic bus. Willingness to work overtime. Competencies (knowledge/skills): NIMART training or experience. Excellent communication skills (both written and verbal). Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook). Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	Assist with the management of the Burden of disease according to the Comprehensive Health Programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community Accurate Information Management and record keeping. Assist with the management of human resources, Financial, SCM, Strategy & Health Support Infrastructure & Equipment.
<u>ENQUIRIES</u>	:	H Blignaut Tel No: (028) 840-1460
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subject to a practical / oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -The 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 speciality. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.
<u>POST 32/337</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MIDWIFERY AND NEONATAL)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Mossel Bay 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 a duration of at least 1 year accredited with the SANC Advance Midwifery and Neonatal Nursing Science (R212). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-graduate diploma (R635) accredited with the SANC in Midwifery. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years' appropriate/recognizable experience in nursing after registration as

		a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to assist in other departments within the facility when needed. Competencies (knowledge/skills): Good communication skills (both written and verbal). Appropriate supervisory skills and optimal utilisation of subordinates. Knowledge of Maternal & Neonatal Health Care services within a hospital setting, occupational health/ staff wellness and principles of infection prevention and -control. Ability to manage consumable resources effectively. Computer literacy.
<u>DUTIES</u>	:	Provision of specialized quality patient care and health service delivery. Effective implementation of infection control policies and health and safety legislation. Effective utilization of all human- and physical resources. Assist with Financial management and cost containment. Participate in health research, data collection & quality improvement initiatives. Provision of Support to Nursing Services.
<u>ENQUIRIES</u>	:	Ms JA Mahlangu Tel No: (044) 604 – 6104
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post graduate diploma in the relevant specialty. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.
<u>POST 32/338</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ICU) (X6 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Child or Medical and Surgical Nursing Science: Critical Care Nursing: General or Child Nursing Science OR 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Critical Care Nursing (Adult) or Critical Care Nursing (Child) or Child Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputizing for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery. Ensure that clinical nursing practice is rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organizational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e.

		MS Word, Excel, PowerPoint and Outlook}. Knowledge of FBU functions and management (ability to work collaboratively within FBU's).
<u>DUTIES</u>	:	Provide comprehensive specialized nursing care within a professional legal framework. Participate with the multi-disciplinary team to provide holistic health care, Provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support to Supervisor and Nursing division.
<u>ENQUIRIES</u>	:	Ms M. Franken Tel No: (021) 658-5187
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate diploma in the relevant specialty.
<u>POST 32/339</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: EMERGENCY UNIT)</u> Chief Directorate: Metro Rural Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (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 of at least one year accredited with the SANC in: Medical and Surgical Nursing Science: Critical Care Nursing (General) (R212), or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency (R212), or Four-year Bachelor Degree in Nursing (R174), OR Equivalent qualification (R683 plus R1497 or R171 plus R1497) allowing registration with the SANC as a Professional Nurse. A Postgraduate Diploma (R635) accredited in: Emergency Nursing, or Critical Care Nursing (Adult). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post graduate diploma in the specific specialty. Inherent requirements of the job: Willingness to work shifts (weekends, public holidays and night duty and overtime). Competencies (knowledge/skills): Excellent verbal and written communication skills communication and basic computer literacy skills ((MS Word, Excel, PowerPoint and Outlook). Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices in the field of specialty. Ability to promote quality through the setting, implementation, and the monitoring of nursing standards in the Emergency Centre. Ability to function independently as well as part of a multi-disciplinary team, effective communication, interpersonal, decision making, conflict resolution skills, good organisational skills and the ability to function under pressure.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr. MF Fortuin- Ntetha Tel No: (021) 918-1279
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate qualification in the relevant specialty.

<u>POST 32/340</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mitchells Plain District Hospital Minimum educational qualification: An appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the HPCSA as an Occupational Therapist. Experience: Grade 1: None after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. - Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. - Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A Valid (Code B/EB) driver's licence and willingness to travel within the Metro. Competencies (knowledge/skills): Relevant skills in assessing, developing and implementing Occupational Therapy intervention. Sound knowledge of relevant National and Provincial legislation. Knowledge of Health Care 2030. Experience in student training/supervision. Basic computer skills in MS Word, Excel, Outlook.
<u>DUTIES</u>	:	Coordinate & manage OT services for a designated area. People management (Rehab Care Workers, students, volunteers). Liaise and collaborate with stakeholders. Screen, assess and intervene as required and is relevant & appropriate. Link to appropriate levels of care.
<u>ENQUIRIES NOTE</u>	:	Ms R Hull Tel No: (021) 370-5019 No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to 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 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 32/341</u>	:	<u>CHIEF LAUNDRY MANAGER</u> Directorate: Facilities Management
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	(Laundry Services - Lentegour Central Laundry)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate three-year Diploma/Degree. Experience: Appropriate experience in Supervision or Management of a laundry line. Inherent requirement of the job: Willingness to work shifts, extended hours, or overtime when required. Physical capability to stand for long periods and lift heavy loads/equipment. Competencies (knowledge/skills): Computer Literacy particularly in Word and Excel. High level of excellence in accurate data capturing and recording. Excellent human relations abilities and telephone skills. Thorough knowledge of SANS 10146, SANS 1044, OHSA, PFMA, and Public Service Regulations. Strong leadership, supervisory, and people management skills. Demonstrated problem-solving, strategic planning,

		and organizational capabilities. Financial, Supply Chain, and HR Management skills. Ability to work under pressure independently and lead a team safely.
<u>DUTIES</u>	:	Implementation and control of the strategic management of the Laundry. Implementation & control of the operational laundry services. Plan, coordinate, and supervise daily production, stock levels, storage, and distribution in line with SANS 10146 and SANS 1044. Implement and control of quality and risk. Assist in managing the operational expenditure and administrative prescripts of the Laundry. Implement the principles of Human Resources. Effective leadership and people management. Conduct stocktaking, manage requisitions for equipment/repairs, write off unserviceable stock, and manage GG vehicle usage. Oversee health and safety inspections, pest control registers, emergency evacuations, key control, and physical security measures in accordance with the Occupational Health and Safety Act (OHSA 85 of 1993).
<u>ENQUIRIES</u>	:	Mr A Jantjies Tel No: (021) 918-1702
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 32/342</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES (INCREASING WELLNESS)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Directorate: Service Priorities Coordination (SPC)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National diploma or degree. Experience: Appropriate experience in public health. Appropriate experience in project management. Appropriate experience in stakeholder engagement and partnerships. Appropriate experience in strategic support. Appropriate experience in health promotion. Inherent requirement of the job: Valid driver's licence and ability to drive. Willingness to travel within South Africa. Willingness to work overtime when required. Competencies (knowledge/skills): Project Management skills. Knowledge and application of regulations, policies, procedures and indicators relevant to Wellness and integrated Health promotion programmes. Understanding of the District Health system. Facilitation, writing, research, conceptualisation, statistical analysis and strategic support. Monitoring, evaluation, research, analytical and problem-solving skills. Computer literacy in Microsoft Office suite and digital platforms. Sound interpersonal, networking and negotiating skills. Creativity, self-motivation, assertiveness and ability to work independently and in a team. Ability to prioritise and organise work, exercise self-discipline and function under pressure, work without supervision and handle a high work volume.
<u>DUTIES</u>	:	Provide operational and strategic support for policy translation and enablement for Health and Wellness. Promotion integration across the life course and framework for action strategic actions. Operationalize processes for effective implementation enablement, guidance and support for Health and Wellness Promotion across the life course and framework for action strategic actions. Administer Monitoring, evaluation and Reporting. Facilitate Intersectoral collaboration, stakeholder engagement and management. Provide logistical and administrative support to the component and programmatic areas.
<u>ENQUIRIES</u>	:	Ms K Fortune Tel No: (021) 815 8659 or email: Kelly.Fortune@westerncape.gov.za
<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 32/343</u>	:	<u>SENIOR STATE ACCOUNTANT (TRAINER) (HOSPITAL FEES TRAINING)</u> Directorate: Management Accounting Sub-Directorate: Billing System Support, Compliance Auditing and Training
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (Based at Western Cape College of Nursing, Stikland)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in a training environment. Appropriate working experience in a clinical environment. Appropriate Training experience in Hospital Fees. Inherent requirements of the job: A valid Code B/EB driver's license. Willingness to travel between Health institutions. Competencies (knowledge/skills): Computer literacy skills in MS Office. Skills in Research and analytical thinking, the ability to analyse information, solve problems and to prepare complex reports. Understanding of Hospital Fees Structure, PFMA, Hospital Fees Policies and Procedures.

		Excellent people, technical, and conceptual skills, with the ability to confidently represent the Department in engagements with internal and external clients, as well as other departmental institutions, while demonstrating strong interpersonal relations and conflict resolution abilities. Ability to work independently and unsupervised. Ability to analyse information and work with figures.
<u>DUTIES</u>	:	Administration of relevant training courses offered by the sub-directorate. Conduct training in respect of the training courses offered by the sub-directorate. Facilitate e-Learning training in respect of courses offered by the sub-directorate. Assessment of and providing feedback and support after training/E-learning sessions/courses. Develop and maintain training material.
<u>ENQUIRIES</u>	:	Mr W Norval at (083) 340-5529
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates must be prepared to do a test as part of the evaluation process.
<u>POST 32/344</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE</u> West Coast District
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Citrusdal Hospital, Cederberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in Supply Chain Management, Finance, Revenue and Patient Administration environment. Appropriate knowledge and practical experience in BAS, LOGIS, Clinicom and Account Receivables System. Appropriate practical experience in Budget and expenditure control as well as Assets and Liabilities accounts. Appropriate experience in the procurement of goods, services, warehouse management and asset management administration. Appropriate proven supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel within the West Coast District. Competencies (knowledge/skills): Must have organisational, managerial, leadership skills, an aptitude for working with financial figures and strong people management skills. Ability to work in a team context and motivate team members. Computer literacy in Microsoft package with experience in LOGIS, BAS, Clinicom and account receivables system. Knowledge of PFMA, Finance instructions, Provincial and National treasury regulations, Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA) as well as Accounting Officer System. Good verbal and written communication skills.
<u>DUTIES</u>	:	Responsible for overall management of all Supply Chain Management functions. Responsible for Inventory Control, warehouse management and asset management processes. Accurate and timeous preparation of reports and assist with the compilation of the Interim and Annual Financial Statements. Supervise the clearance of Asset and Liabilities accounts, Sundry payments, Budgeting vs expenditure and timeous preparation of relevant reports. Authorization of BAS/Logis payments. Effective and efficient supervision of Financial Management processes such as creditor payments, journals, SCOA and BMI management. Accurate and timeous completion of all Revenue related monthly reporting and Revenue transaction system authorization. Contract management assistance in respect of Supply Chain and Finance responsibilities. Ensure sound Labour practices are executed and implemented.
<u>ENQUIRIES</u>	:	Mr. D Snell Tel No: (022) 921-2153
<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 32/345</u>	:	<u>SOCIAL WORKER GRADE 1 TO 4 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R338 208 per annum Grade 2: R413 004 per annum Grade 3: R496 668 per annum Grade 4: R608 859 per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as

Social Worker. Experience: **Grade 1:** None, **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with SACSSP, **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with SACSSP, **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with SACSSP. Inherent requirement of the job: Valid Code B/EB driver's licence. Willing to work across all hospital departments; including Emergency Centre Heideveld and Freesia Ward and represent the hospital in stakeholder engagements. Competencies (knowledge/skills): Knowledge of social work legislation, policies, ethical standards, and case management processes, including psychosocial assessment, crisis intervention, child protection, discharge planning, and services to vulnerable groups. Strong communication, counselling, interviewing, and interpersonal skills, with the ability to engage effectively with patients, families, multidisciplinary teams, and external stakeholders. Report writing, documentation, and administrative skills, including accurate record keeping, statistical reporting, quality assurance, and compliance with organisational requirements. Problem-solving, advocacy, stakeholder engagement, and teamwork skills, with the ability to work collaboratively, manage complex cases, and coordinate services across multiple sectors.

DUTIES :

Render comprehensive clinical social work services through psychosocial assessments, counselling, crisis intervention, child protection services, and discharge planning for patients and families. Provide support to vulnerable individuals and groups by addressing psychosocial needs, facilitating access to resources, and promoting patient wellbeing and continuity of care. Participate in multidisciplinary team processes and collaborate with internal and external stakeholders to coordinate services, advocate for patients, and address barriers to care and discharge. Maintain accurate and compliant records, reports, and statistics in accordance with professional, legal, and organisational requirements. -Contribute to quality assurance, service improvement, supervision, training, and research activities to promote effective and evidence-based social work practice. Ensure professional governance and compliance through adherence to legislation, ethical standards, departmental policies, continuous professional development, and performance management requirements.

ENQUIRIES :

NOTE :

Ms S Msusa Tel No: (021) 377-4426

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

POST 32/346 :

INDUSTRIAL TECHNICIAN PRODUCTION: BUILDING
 Directorate: Engineering and Technical Services (Professional Engineering Services)

SALARY :

CENTRE :

REQUIREMENTS :

R338 106 per annum

Head Office, Cape Town (Location on the grounds of Karl Bremer Hospital)

Minimum educational qualification: B-Tech or National Diploma or equivalent (T- or N- or S- Stream) in the Built Environment (Building, not electrical or mechanical) or an equivalent relevant qualification. Experience: Appropriate experience in design, specification and maintenance of health infrastructure with a strong emphasis on maintenance, compliance and minor works. Inherent requirement of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Willingness to travel within the borders of the Western Cape. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Compilation of Drawings for Tender, Construction purposes as well as submission to Council. Contracts and quality management skills. Competent with hands-on practical work, finding practical solutions. Computer literate (Auto CAD, MS Word and Excel). Knowledge and experience in IT, design of Built infrastructure in the health care environment.

<u>DUTIES</u>	:	Compile specifications, drawings and tender documentation within time limits. Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritizing work, and consideration of operational requirements. Ensure equipment and working areas are compliant with Occupational Health and Safety Act. Sound Contract and project management.
<u>ENQUIRIES</u>	:	Mr Z Jattiem Tel No: (021) 830-3764
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 32/347</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Directorate: Engineering and Technical Support (Metro West Hub/ Zwaanswyk Engineering Workshop)
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<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 appropriate experience /competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Financial Management and Supply Chain Management. Appropriate Experience in Logis and BAS. Competencies (knowledge/skills): Knowledge of In- Year monitoring and reporting, AFS reporting, BAS, and LOGIS, National and Provincial Treasury Regulations as well as the Accounting Officers System of the Department and PFMA. Good communication skills Computer literacy (MS Word, Excel, Power Point). Good communication skills.
<u>DUTIES</u>	:	Responsible for the effective and efficient functioning and co-ordination of the Finance, Supply Chain Department division and Transport. Responsible for control of expenditure and allocated budget. Draw all financial reports: expenses per month and expenditure commitments etc. Monthly Compilation of supply chain and Finance reports (IYM). Compilation of inputs into Financial Statements (IFS and AFS). Management of Stores. Ensure clearing of Assets and Liability Accounts. Authorizing of Journals and payments, Logis functions, EPS transactions and all Audit queries. Training of subordinates and new appointees.
<u>ENQUIRIES</u>	:	Ms P Dyakophu Tel No: (021) 918-1474
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 32/348</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (PRIMARY HEALTH CARE) (X2 POSTS)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum (plus, a non-pensionable rural allowance of 8% of the basic annual salary)
<u>CENTRE</u>	:	HIV AIDS Oudtshoorn Sub-district (Stationed at Bongolethu CC) Oudtshoorn Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work overtime when needed. Valid driver's license and willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): Planning and organisational Skills. Self- discipline and motivation. The ability to function independently under pressure. Good communication skills.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain

ethical practise within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.

ENQUIRIES
NOTE

- : Ms CW Lucas Tel No: (044) 274 – 0929
- : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 32/349

- : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: MEDICAL WARD)**
Chief Directorate: Metro Health Services

SALARY

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

CENTRE
REQUIREMENTS

- : Victoria Hospital
- : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Must be willing to assist or rotate to other wards within the institution. Willingness to work shifts, night shift and overtime when required. Competencies (knowledge/skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem-solving and decision-making. Report writing skills. Health promotion and team building. Good communication and interpersonal skills.

DUTIES

- : Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.

ENQUIRIES

- : Mrs T Kunz, (Office number) Tel No: (021) 799-1169 or email: Thalita.kunz@westerncape.gov.za

NOTE

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

<u>POST 32/350</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: OPD)</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>	:	Karl Bremer 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. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day & night duty, weekends, public holidays and overtime to meet the operational requirements. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Planning and organisational skills. The ability to function independently under pressure. Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting.
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
<u>ENQUIRIES</u>	:	Mr. MF Fortuin - Nthetha Tel No: (021) 918-1279
<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 with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Candidates will be subjected to a written/practical and oral assessment.
<u>POST 32/351</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3 (X9 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R275 340 per annum Grade 2: R318 666 per annum Grade 3: R343 761 per annum
<u>CENTRE</u>	:	Nolungile CDC Macassar CDC Kleinville CDC (X2 Posts) Khayelitsha CHC Nomzamo CDC Mfuleni CDC (X2 Posts) Gustrouw CDC
<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 the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a professional council: Registration with the SAPC as a Pharmacist's Assistant (Post-Basic) or as Pharmacist Assistant (Post-Basic) (Institutional). Experience: Grade 1: None after registration with the SAPC as Pharmacist's Assistant (Post-Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Competencies (knowledge/skills): Good computer literacy. Ability to work as

		part of a team or independently. Ability to work under pressure. Fluent in JAC, Medsas and RMD. Familiar with CDU system.
<u>DUTIES</u>	:	Perform the following services or acts under the direct personal supervision of a pharmacist: Assist with reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist. Assist with the provision of instructions regarding the correct use of medicine supplied and information to individuals to promote health. Assist with the distribution, control of and ordering of medicine and scheduled substances. Assist with the compounding or manufacturing of a non-sterile or sterile medicine or scheduled substance according to a formula and standard operating procedures approved. Assist with general housekeeping and administrative tasks.
<u>ENQUIRIES</u>	:	Mr T Mtubisi Tel No: (021) 904-4410
<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 appointments on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). -It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.
<u>POST 32/352</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3</u>
<u>SALARY</u>	:	Grade 1: R275 340 per annum Grade 2: R318 666 per annum Grade 3: R343 761 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Pharmacy Council (SAPC) as a Pharmacist's Assistant (Post Basic) Institutional or Pharmacist's Assistant (Post Basic). Registration with a professional council: Registration with the SAPC as Pharmacist's Assistant (Post-Basic) or Pharmacist's Assistant (Post-Basic) (Institutional). Experience: Grade 1: None after registration with the SAPC as Pharmacist's Assistant (Post-Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist's Assistant after registration as a Pharmacist's Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist's Assistant after registration as a Pharmacist's Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Physical ability to safely move heavy pharmaceutical items stored at various heights in the pharmacy. Must be willing to prepare and mix chemotherapy. Ability and willingness to work in a team environment with rotation of duties according to rosters. Must be willing to work overtime and after hours as needed. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook) as well as demonstrating experience in using JAC/ WellSky dispensing system. Knowledge of Good Pharmacy Practice and of institutional pharmacy practices and procedures. Knowledge of Medicine Supply Management Principles, including cold chain management. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Patient orientated with excellent interpersonal and communication skills including the ability to communicate with other health care professionals. Ability to plan, manage time effectively, take accountability, problem solve, innovate, work accurately under pressure and maintain a high standard of professionalism. Ability to take accountability for assigned duties including medicine related queries.
<u>DUTIES</u>	:	Providing a safe, efficient, cost-effective comprehensive pharmaceutical service. Dispensing of medicines including documenting & assisting with medicine related queries. Effective control of pharmaceutical stock in Pharmacy and the Wards, including receiving, storage, control, distribution, cold chain management and temperature monitoring. -Assisting with data

		collection and record keeping. Assisting with training, teaching and mentoring of Pharmacy staff. Supporting the Pharmacy supervisor with process improvement strategies, audit compliance and adhering to GPP requirements. Compliance with all People management policies and practices, including conflict & complaint management. Ensuring adherence to Infection Control and Occupational Health & Safety Practices.
<u>ENQUIRIES</u>	:	Ms V Naicker Tel No: (021) 404-3216
<u>NOTE</u>	:	No payment of any kind is required when applying for these posts. Shortlisted candidates may be subjected to 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.
<u>POST 32/353</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (INFORMATION MANAGEMENT)</u> Overberg District
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Grabouw Community Health Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Inherent requirement of the job: Valid (Code B/EB/C1) driver's licence. Competencies (knowledge/skills): Knowledge of and experience in health information management systems (PHCIS/CLINICOM/Sinjani/ Tier.net). Training Skills. Good communication skills verbally and written. Ability to function independently and within a team context. Advance computer literacy (Ms Office: Word, Excel, and PowerPoint).
<u>DUTIES</u>	:	Collect, verify, and validate data (incl. data auditing), with submission to District Information Office in prescribed format, within set time frames and according to Information Management Policy. Responsible for health information management training and monitor data trends in Sub-district. Implement Information Management Policies and Guidelines. Engagement with stakeholder's, i.e., verbal, telephonic and written correspondence. Data administration and maintenance of accurate filing systems (hard copy/electronic). DITCOM processes and IT assistance(locally) in conjunction with provincial office.
<u>ENQUIRIES</u>	:	Ms M Bezuidenhout Tel No: (028) 212-1048
<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 32/354</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (X4 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Gugulethu Community Health Centre (X1 Post) Mitchell's Plain Community Health Centre (X2 Posts) Hanover Park Community Health Centre (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration/ Admissions. Appropriate Client Care experience. Inherent requirement of the job: Prepared to work long hours (which may include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility, and to work independently and unsupervised, as well as in a multi-disciplinary team.
<u>DUTIES</u>	:	Registration and capturing of patient information on PHCIS. Recordkeeping, filing, retrieving, tracing of folders, destruction and opening of folders. Cash Management. Effective and efficient handling of patient documentation. Perform relief duties within the facility as needed. Effective and efficient handling of enquiries.
<u>ENQUIRIES</u>	:	Mr T Lewela Tel No: (021) 684-1418
<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 32/355</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject or Senior or Senior Certificate (or equivalent) with extensive experience that focuses on the key performance areas (KRA's) of the post. Experience: Appropriate Stores experience. Inherent requirement of the job: Willingness to rotate within Supply Chain Management Section. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer Systems. Knowledge of Inventory and Warehouse Management. Computer literate (i.e. MS Excel and Word). Good interpersonal and communication skills. Knowledge and practical experience of a warehousing/logistics system. Good communication skills (written and verbal).
<u>DUTIES</u>	:	Perform tasks related to stores such as receiving of inventory, issuing and follow –up with suppliers. Effectively and efficiently perform all warehouse processes to comply with Standard Operating Procedures. Capturing various documentation on the Inventory/Supply Chain System and filing of documents. Ensure compliance with all relevant prescripts relating to Supply Chain Management and Stores. Handle telephonic and written queries from Suppliers and End Users. Safeguard and manage stock holding in various stores, identify slow moving stock items and report to Supervisor. Provide effective support to supervisor.
<u>ENQUIRIES</u>	:	Mr LF Campher Tel No: (021) 938-5546
<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 32/356</u>	:	<u>GROUNDSMAN FOREMAN (EPWP PROGRAM)</u> Directorate: Engineering and Technical Services
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (Bellville Mobile Workshop)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in maintenance of hospital gardens and grounds. Appropriate experience with cleaning of gutters, windows, and related duties. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Ability to operate and use required tools and equipment skilfully and safely. Ability to perform heavy physical labour. Competencies (knowledge/skills): Supervisory and management skills Computer literacy (MS Office & MS Excel). Sound problem-solving ability Strong interpersonal and communication skills. Knowledge of gardening practices. Basic knowledge of handling garden tools and equipment. Knowledge of the Occupational Health and Safety Act 1993 and its relevant regulations.
<u>DUTIES</u>	:	Assist in managing EPWP candidates within designated work areas. Supervise subordinate staff and ensure adherence to the code of conduct. Control and manage tools, materials, and equipment. Maintain hospital gardens and grounds, including cleaning of gutters and windows. Execute and monitor maintenance schedules. Conduct job assessments and identify material/tool requirements. Provide feedback to the EPWP Project Manager upon completion of tasks. Ensure work areas are clean after tasks are completed. Plan and prioritize projects based on urgency. -Ensure availability of required tools and materials before commencing work. Arrange weekly transport for EPWP candidates and project needs. Optimize use of materials and requisition accordingly. Provide in-house training on gardening equipment and tools. Stay updated on new techniques and materials.
<u>ENQUIRIES</u>	:	Mr JP Louw Tel No: (021) 830-3771
<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 32/357</u>	:	<u>HOUSEKEEPING SUPERVISOR (X2 POSTS)</u>
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory

<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning/housekeeping, Terminal Cleaning, Stock Control, Linen Management and Waste Management experience in a hospital environment. Inherent requirements of the job: Must work shifts. Competencies (knowledge/skills): Knowledge of how to operate the cleaning equipment, perform terminal cleaning and effective usage of consumables. Sound verbal and written communication skills. Good interpersonal, organising and decision-making skills. Knowledge of cleaning and housekeeping policies, protocols, and procedures as well as Infection Prevention Control measures.
<u>DUTIES</u>	:	Responsible for overall control, organising, performing and co-ordinating of tasks related to linen, waste management, hygiene services, terminal cleaning, contract management and stock control. Responsible for record-keeping and compilation of reports. To submit requisition for repairs of broken equipment thus ensuring a safe working environment. Relief according to the needs of the service. Coordination of the provision of effective training appropriate to service delivery. Effectively manage the utilization and supervision of resources as well related HR matters. To provide training to the cleaning staff.
<u>ENQUIRIES</u>	:	Ms M Afrika Tel No: (021) 404-3236
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 32/358</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (OBSTETRICS, POST NATAL & GYNAE, ICU) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R181 230 per annum Grade 2: R211 401 per annum Grade 3: R249 141 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Willingness to rotate to other wards and between departments in the facility when needed. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape. Ability to work in a high stress environment.
<u>DUTIES</u>	:	Assist and support patients with activities of daily living and physical self-care, carried out under the supervision of the Professional Nurse. Provide elementary clinical nursing care to patients under the supervision of the Professional Nurse. Maintain professional growth and ethical standards and seek learning opportunities/self-development. Function within multi-disciplinary team. Effective utilization of resources. Provide ongoing health education to patients and next of kin. Record keeping.
<u>ENQUIRIES</u>	:	Ms S Basardien Tel No: (021) 402-6485
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council, are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

<u>POST 32/359</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (ACUTE WARD & CHRONIC WARD) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R181 230 per annum Grade 2: R211 401 per annum Grade 3: R249 141 per annum
<u>CENTRE REQUIREMENTS</u>	:	Metro TB Hospital Complex (DP Marais Hospital) Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None after registration with SANC as a Nursing Assistant. Grade 2: A Minimum of 10 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. Grade 3: A Minimum of 20 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. Inherent requirements of the job: Willingness to work overtime, shifts, public holidays and weekends. Willingness to rotate within the institution. Competencies (knowledge/skills): Knowledge of nursing processes and procedures as outlined in nursing, health related public service legislation, regulation and policies. Skills to effectively communicate verbally and in writing. Ability to function within the multi-disciplinary team and facilitate on the level of the advertised position.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth / ethical standards and self-development.
<u>ENQUIRIES NOTE</u>	:	Ms M Nyombi Tel No: (021) 508-7438 No payment of any kind is required when applying for this post.
<u>POST 32/360</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (MEDICINE FEMALE WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R181 230 per annum Grade 2: R211 401 per annum Grade 3: R249 141 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mitchell's Plain District Hospital Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years and more appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Provision of Quality Nursing Care to health care users. Appropriate experience in a Health environment.
<u>DUTIES</u>	:	Provide basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which include Patient Hygiene, Nutritional Status, Mobility and elimination needs. Maintaining professional growth, Ethical Standards and Self- development. Record keeping. Support to supervisor and colleagues by team participation. Maintain a degree of professionalism in the execution of duties.
<u>ENQUIRIES NOTE</u>	:	Mr. R Geswindt Tel No: (021) 377-4410 No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

<u>POST 32/361</u>	:	<u>TRADESMAN AID</u> Directorate: Engineering and Technical Support Services (Metro East Mobile Workshop)
<u>SALARY</u>	:	R170 226 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (on the premises of Lentegour Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 or equivalent certificate. Experience: Appropriate experience within one of the following fields: Electrical, Mechanical, Building, Plumbing, Carpentry and Aircon/Refrigeration. Appropriate experience in a multi-functioned workshop environment. Inherent requirement of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills.
<u>DUTIES</u>	:	Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after hour's repairs). Assist with the installation of plant, equipment and alterations. Clear areas where work has been carried out. Ensure that tools and material are available when needed. Assist the Artisans in the execution of their duties.
<u>ENQUIRIES</u>	:	S Khohli Tel No: (021) 370-1119
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 32/362</u>	:	<u>PRINCIPAL PORTER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R170 226 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 / STD7. Experience: Appropriate supervisory experience of staff and mortuary administration. Inherent requirements of the job: A Valid driver's licence. Willingness to work night shifts, public holidays, weekends, overtime and be on standby. Competencies (knowledge/skills): Computer skills (MS Office, Excel and Word). Knowledge of applicable death administration legislations and relevant policies. Knowledge of infection prevention and control.
<u>DUTIES</u>	:	Responsible for overall supervision and management of Porters. Management of mortuary equipment, assets and consumables. Ensure effective and efficient mortuary administration and handling of bodies. To provide an effective and efficient support to Support Services Managers.
<u>ENQUIRIES</u>	:	Mr C Rhodes Tel No: (021) 918 1230
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written and oral assessment.
<u>POST 32/363</u>	:	<u>MESSENGER (MEDICAL RECORDS)</u>
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a registry environment or medical records. Competencies (knowledge/skills): Good communication skills.
<u>DUTIES</u>	:	Deliver folders and other documents to wards and clinics. Collection of folders from different wards and clinics. Follow up queries of folders. Keep register of all folders delivered. Sorting of all incoming folders at Medical Records. Assist with ad hoc tasks at Medical records.
<u>ENQUIRIES</u>	:	Ms M Xontana Tel No: (021) 938-4512
<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 32/364</u>	:	<u>GROUNDSMAN (GROUNDS AND GARDENING)</u>
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience working in a grounds and gardening environment. Inherent requirement of the job: Be able to operate garden machinery (lawn mowers and brush cutters). Valid code (B/EB) driving license as well as the ability to operate and drive a tractor. Competencies (knowledge/skills):

		Gardening skills including landscaping and irrigation systems. Good written and verbal communication skills.
<u>DUTIES</u>	:	Responsible for the development and maintenance of facility garden and terrain as well as bondage of machinery. The preparation of ground covers for planting trees and bushes. The maintenance of flower and other beddings. Ensure that grounds and gardens are maintained (horticultural aspects). Support to supervisor.
<u>ENQUIRIES</u>	:	Mr N Meyer Tel No: (021) 938-4923
<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 32/365</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE) (PHC SUPPORT AND OUTREACH)</u> West Coast District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Matzikama Sub-District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in transportation of personnel and goods in a health environment. Inherent requirements of the job: Valid Code (Code B/EB) driver's license and willingness to travel. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties, including weekends and public holidays. Physically fit to handle heavy equipment and objects. Competencies (knowledge/skills): Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of routine, maintenance inspections for defects on vehicles and safe driving skills. Must be of sober habits.
<u>DUTIES</u>	:	Transporting personnel, patients, equipment and supplies. Maintenance of vehicles. Perform administrative duties. Render support function to supervisor and oral health team.
<u>ENQUIRIES</u>	:	Dr AO Hofmeester-Oncke Tel No: (027) 213-4070
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test.
<u>POST 32/366</u>	:	<u>CLEANER (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Grassy Park CDC (X1 Post) Vanguard CHC (X2 Posts), Southern/Western Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy skills. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Must be willing and able to work shifts on weekends and public holidays, including day and night duty as operational requirements dictate. Willingness to rotate across various departments in accordance with operational requirements and organisational needs. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Excellent communication Skills.
<u>DUTIES</u>	:	General cleaning and maintenance (sweeping, scrubbing, refuse removal, dusting, mopping, polishing, cleaning hospital grounds, cleaning of windows and walls. Effective and efficient utilisation and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintaining of a high standard of neatness and hygiene in the facility. Provide effective cleaning support to the Facility Manager and colleagues.
<u>ENQUIRIES</u>	:	Ms R.Canham Tel No: (021) 707-6300 / Mr M Lingani Tel No: (021) 695-8242
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical/written and oral assessment.
<u>POST 32/367</u>	:	<u>FOOD SERVICES AID</u> West Coast District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Radie Kotze Hospital, Berggriver Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale kitchen in a hospital environment. Inherent requirements of the job: Ability to work shifts, including

weekends and public holidays. Must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Dress according to departmental specifications and adhere to Hospital Policy. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an industrial food service unit. Knowledge of hygiene, occupational health, HACCP and safety principles. Ability to safely and correctly handle industrial equipment. Must be able to work independently and under pressure. Ability to Interpret recipes, use a scale, do basic sums and production planning.

DUTIES : Render food services. Apply & maintain quality and risk. Maintain apparatus and Equipment. Support the Human Resources function.

ENQUIRIES : Ms. A van Breda Tel No: (022) 487-9223

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

POST 32/368 : **LAUNDRY AID**
Cape Winelands Health District

SALARY : R144 024 per annum

CENTRE : Robertson Hospital Langeberg Sub-district

REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in general laundry functions. Inherent requirements of the job: Willingness to work overtime, e.g. after- working hours, weekends and public holidays when operational needs require. Physically fit and be able to hear and speak clearly. Perform hard physical tasks, e.g. pushing heavy linen trolleys to and from the linen bank and wards. Load and offload of heavy linen bags 25kg + between facilities and Central Laundry. Drivers licence to transport linen to central laundry. Competencies (knowledge/skills): Ability to sort, sluice and count linen of dirty and fouled linen. Ability to communicate (verbal and written). Knowledge of stock and infection control.

DUTIES : Provide a professional linen service to the institution Ensure effective and efficient stock control Ensure safe and hygienic working area standards Provide support withing the support service environment. Adheres to loyal service ethics. Provide support to supervisor.

ENQUIRIES : Ms. E Le Roux Tel No: (023) 626-8551

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

DEPARTMENT OF INFRASTRUCTURE

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

CLOSING DATE : 28 September 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. 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 32/369</u>	:	<u>CHIEF QUANTITY SURVEYOR: EDUCATION INFRASTRUCTURE REF NO: DOI 72/2026</u>
<u>SALARY</u>	:	Grade A: R1 143 468 per annum, (all-inclusive salary package), (OSD as prescribed).
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate B-Degree in Quantity Survey or relevant qualification; A minimum of six years post qualification quantity survey experience required; Compulsory registration with South African Council of Quantity Surveying Professionals (SACQSP) as a professional Quantity Surveyor; A valid code B driving licence. Competencies: Working knowledge of the following: An asset management life-cycle; Strong research, assimilation of data and recommendation outputs; Understanding of the life-cycle costing of an asset; Ability to adapt to new systems, development and implementation thereof at an asset, portfolio and project level management; Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislation; Programme, project management, research and planning procedures; Financial management; Experience in project management, formulation of policies in a multi-disciplinary professional environment; Leadership, communication, organising and teamwork; Public sector procurement. Skills in the following: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy (MS Office); Planning and organising; Conflict management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure and meet deadlines; Ability to work in a team.
<u>DUTIES</u>	:	Quantity Surveying analysis effectiveness: Perform final review and approvals or audits on quantity survey procedures; Coordinate quantity surveying efforts and integration across disciplines to ensure seamless integration with current technology; Maintain quantity survey operational effectiveness: Manage the execution of quantity surveying strategy through the provision of appropriate structures, systems and resources; Set quantity survey standards, specifications and service levels according to organisational objectives to ensure optimum operational availability; Monitor quantity survey efficiencies according to organisational goals to direct or redirect quantity surveying services for the attainment of organisational objectives; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the quantity surveying environment/services; Manage the following: The operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Commercial added value of the discipline-related programmes and projects; Facilitate the compilation of Innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management; Governance: Allocate, monitor and control resources; Compile risk logs (database) and manage significant risk according to sound risk management practise and organisational requirements provide technical specialist services for the operation of quantity surveying related matters to minimise possible risks: Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People Management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity surveying services according to organisational needs and requirements manage subordinate's key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Ms Jodie Thomas Tel No: (021) 483 2004

<u>POST 32/370</u>	:	<u>ADMINISTRATIVE OFFICER: HS SUBSIDY ADMINISTRATION REF NO: DOI 53/2026</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 working experience in an administrative environment. Competencies: Knowledge of the following: Financial and administrative prescripts governing the public sector, the Western Cape Government, and the Department; Legislation, regulations, policies, and prescripts that are relevant to the Department and the component; General office administration processes; Database and information management processes; Project administration processes; Record-keeping legislation, regulations, policies, prescripts and processes; People management prescripts, policies and processes. Skills in the following: Numeracy; Driving; Typing; Computer Literacy; Language skills; Project Management; Accounting Finance and Audit; Information Technology; Formal Training; Economic, financial analysis; Legal Administration; Strategic Planning.
<u>DUTIES</u>	:	Assist to supervise the accurate and timeous processing and flow of subsidy applications; Supervise the rendering of effective liaison services to all role players; Assist with the management and maintenance of the Housing Subsidy System; Training and logistical support; Perform supervisory functions.
<u>ENQUIRIES</u>	:	Ms.B Bantom Tel No: (021) 483 2127
<u>POST 32/371</u>	:	<u>OPERATOR (SPECIALISED GRADER): CONSTRUCTION AND SPECIALISED MAINTENANCE REF NO: DOI 38/2026</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 certificate (equivalent or higher qualification); A minimum of 6 years relevant experience as an operator on a construction equipment inclusive of a grader; A valid code EC1 driving license with a professional driving permit (PDP). Competencies: Knowledge of the following: Construction plant; Mechanical maintenance of construction plant; General Road maintenance; Tools; Tar and gravel road surfaces; Skills in the following: Logical thinking; Good communication (written and verbal); Be able to manage conflict situations with staff and public; High regard for health and safety; Good leadership and self-driven with minimum supervision.
<u>DUTIES</u>	:	Maintain gravel roads and gravel elements on road network to ensure safe driving surface for the travelling public; Needs analyses of gravel patchwork; Responsible for surfaced road maintenance to ensure safe driving surface for road for travelling public; Supervision of staff.
<u>ENQUIRIES</u>	:	Mr M Stegmann Tel No: (044) 272 6071
<u>POST 32/372</u>	:	<u>ADMINISTRATION CLERK: CONSTRUCTION DEVELOPMENT REF NO: DOI 71/2026</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); A valid (B or higher driving license. Competencies: Knowledge of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Finance and Supply Chain Management processes; Legislative framework governing the Public Service. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, MS Teams); Communication (written and verbal); Numeracy; Planning and Time Management; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Compile and process invoice payments; Procure goods and services; Capture, organise, store, and retrieve intervention data; Liaise with internal and external stakeholders; Conduct logistical arrangements for interventions and provide administrative support for meetings, committees and fora.
<u>ENQUIRIES</u>	:	Ms M Thanjekwayo Tel No: (021) 483 8924

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>	:	28 September 2026
<u>NOTE</u>	:	Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to assess relevant functional elements of the job and an interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background in processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme . The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 32/373</u>	:	<u>CHIEF DIRECTOR: MUNICIPAL PERFORMANCE MONITORING AND SUPPORT REF NO: LG 22/2026</u>
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	A qualification at NQF 7 level, as recognised by SAQA; 5 years' experience at senior managerial level. Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.
<u>DUTIES</u>	:	Strategic Management at a senior management level; Provide management and support services to local government within the regulatory framework including the development of Local Government legislation; Municipal governance; Formal and informal interventions as well as investigations in

terms of the Municipal Systems Act and Western Cape Monitoring and Support of Municipalities Act; Monitoring and evaluation municipal performance in line with the legislative requirements; Facilitating and monitoring infrastructure development within municipalities to ensure sustainable municipal infrastructure; Capacitating municipalities by providing support and capacity building initiatives; and People and Financial Management.

ENQUIRIES : Mr Graham Paulse Tel No: (021) 483 4997

OTHER POSTS

POST 32/374 : **ASSISTANT DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 26/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Town Planning or Development studies or Public Management; A minimum of 3 years relevant experience in town planning, development studies or public management. Competencies: Knowledge of the following: IDP legislation, regulatory frameworks, policies and good practices; Municipal IDP, people-centered development, community-based participation processes; Strategic management processes including strategic planning and performance management within government including inter-sphere and cross sector planning; Constitutional, institutional and developmental circumstances of municipalities; Project management and performance management; Public service procedures and regulations; Information systems that aid in the management of knowledge and information pertaining to the line function; Operational management practices; Understanding of procurement and tendering processes. Skills in the following: Presentation; Implementation and monitoring; Project management; Interpretation of legislation; Effective communication (verbal and written); Dispute resolution, facilitation in groups (within community) and conflict management; Problem solving; Basic accounting; Basic budgeting; Computer skills in report writing; Ability to analyse, promote, facilitate and implement strategic planning.

DUTIES : Facilitate integrated development planning support to municipalities with the drafting and review of integrated development plans; Facilitate IDP training and capacity building to municipalities and related stakeholders; Assess the quality of municipal integrated development plans; Facilitate support regarding national and provincial planning alignment with municipal integrated development plans; Facilitate the monitoring and reporting on municipal IDP review progress and implementation; Maintain an IDP document database that is accessible to all three spheres of government.

ENQUIRIES : Mr Ivan Meyer Tel No: (021) 483 5528
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026

POST 32/375 : **COMMUNITY DEVELOPMENT WORKER SUPERVISOR: CDW
MANAGEMENT: REGION A, REF NO: LG 08/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience recognisable experience in Community Development after obtaining the required qualification; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Community development knowledge, skills, attitudes and values to engage in the social development of communities; Understanding of human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures. Skills in the following: Communication (Verbal and written); Numeracy; Computer Literacy; Language skills; Project Management; Presentation skills; Facilitation; Research skills (information gathering and analyses); Supervisory skills; Problem solving; Report writing.

DUTIES : Supervise and support Community Development Workers within the designated area; Community Development Coordination; Stakeholder and Intergovernmental Relations; Service Delivery Monitoring and Governance; Reporting, Monitoring and Evaluation; Managerial/Supervisory functions.

ENQUIRIES : Mr M Petro Tel No: (021) 483 2864
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026

POST 32/376 : **ADMINISTRATIVE OFFICER: WARD COMMITTEES AND COMMUNITY
WORK PROGRAMME (CWP) REF NO: LG 27/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Working knowledge and understanding of the following: Constitutional legislative an inter-governmental dispensation in South Africa; MFMA; Financial databases; Municipal financial statements; Municipal budgeting processes; Legislation, regulatory frameworks, policies and best practices that Ahave a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social

		affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Good written and verbal communication; Project Management skills; Report Writing skills; Team player.
<u>DUTIES</u>	:	Provide administrative support, monitor and facilitate the implementation and effectiveness of ward committees and community work programme; Facilitate the establishment and functionality of the community work programme local stakeholders' committees and continuously coordinate the involvement of relevant stakeholders, including the local development partners; Assist with gathering, assessment and management of ward committees and community work programme information; Provide administrative support to the sub-directorate: ward committees and community work programme as regards administrative, financial, human resource management and communication needs; Provide administrative support to municipal support actions; Governance and stakeholder support; Financial, human resource and resource administration.
<u>ENQUIRIES</u>	:	Mr Sipho Phendu Tel No: (021) 483 0633
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	28 September 2026
<u>POST 32/377</u>	:	<u>ADMINISTRATION CLERK: INTEGRATED DEVELOPMENT PLANNING</u> <u>REF NO: LG 25/2026</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge and understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the public service; Working procedures in terms of the working environment; Legislation and policy frameworks applicable to local government, Constitution, Municipal Structures; Functioning of local government; Sub-directorate. Skills in the following: Numeracy; Computer literacy; Job knowledge; Communication (written and verbal); Interpersonal relations; Flexibility; Teamwork; Creative thinking; Decision making; Ability to work under pressure.
<u>DUTIES</u>	:	Provide administrative support to integrated development planning with regard to administrative, financial, human resource management and communication needs; Provide administrative support to IDP support actions to municipalities on integrated development planning; Provide administrative support to the Director and middle managers regarding meetings; Support middle managers

ENQUIRIES
NOTE

with the administration; Studies the relevant public service and departmental prescripts/policies and other documents and ensures that the application thereof is understood.

: Mr I Mckenzie Tel No: (021) 483 3683
: Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE

: 28 September 2026

POLICE OVERSIGHT AND COMMUNITY SAFETY

CLOSING DATE
NOTE

: 28 September 2026
: Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. 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 32/378

: **DEPUTY DIRECTOR: PROJECT IMPLEMENTATION 2, REF NO: POCS 11/2026**

SALARY
CENTRE
REQUIREMENTS

: R932 292 per annum (Level 11), (all-inclusive salary package)
: Police Oversight and Community Safety, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and

review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting/ Finance/ Audit; Analytical thinking; Strategic thinking; Policy implementation (Impact on system); Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem solving; Research; Networking.

DUTIES : Manage and facilitate the initiation, implementation and monitoring of safety programmes, services and partnership initiatives according to the Western Cape Strategic Framework (safety plans); Manage stakeholder relationships for the support and effective functioning of safety partnerships; Plan and manage the work of and account for the overall performance of the Sub directorate; Records and Information Management; People Management; Financial Management.

ENQUIRIES : Ms Amanda Dissel at (082) 417 1407
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 32/379 : **DEPUTY DIRECTOR: INSTITUTION OF SOFT SECURITY REF NO: POCS 13/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management experience. Competencies: Working knowledge and understanding of the following: Coordinating stakeholder engagement, community safety partnerships; Compliance monitoring, funding administration, reporting or capacity-building processes; Working with community safety structures such as Community Police Forums; Neighbourhood Watches, municipalities or other safety partners; 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: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Numeracy; Language skills; Project Management; Accounting; Finance; Audit; Analytical thinking; Strategic thinking; Policy implementation; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem solving; Research; Networking.

DUTIES : Coordinate and maintain collaborative partnerships between the Department and safety partners; Manage community safety partnership funding systems and processes; Coordinate Systems for Safety Partner Performance, Compliance, and Capacity Managerial/Supervisory functions; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management; Financial Management.

ENQUIRIES : Ms Ayesha Fortune at Ayesha.Fortune@westerncape.gov.za

<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>POST 32/380</u>	:	<u>ASSISTANT DIRECTOR: ENABLING ENVIRONMENT REF NO: POCS 10/2026</u>
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Police Oversight and Community Safety, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher); A minimum of 3 years relevant experience. Competencies: Working knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit.
<u>DUTIES</u>	:	Manage and monitor the funding support and implementation of youth training programmes in line with the Western Cape Safety Plan; Coordinate partnerships to support the training and deployment of safety and security partners in alignment with the Western Cape Safety Plan; Oversee administrative support to Management; Facilitate the alignment, monitoring, and reporting of all activities related to the implementation of the Safety Plan; Managerial function.
<u>ENQUIRIES</u>	:	Ms Thumeka Lamani Tel No: (081) 319 7676
<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>POST 32/381</u>	:	<u>CHIEF SECURITY OFFICER: PHYSICAL PROTECTION REF NO: POCS 09/2026 (X4 POSTS)</u>
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08)
<u>CENTRE</u>	:	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 relevant experience. Competencies: Proven 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; 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; Control of access to public premises and vehicles Act, Act 53 of 1985; Occupational Health and Safety Act, Act 85 of 1993; Understanding of PSIRA; Criminal Procedure Act; Weapons and Ammunition Act; Explosives; Electronic security system;

		Security officials Act, Act 92 of 1997. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); People Management; Project Management; Communication skills (written and verbal); Numeracy; Literacy.
<u>DUTIES</u>	:	Coordinate physical security operations within Western Cape Government institutions and facilities; Coordinate the implementation of access control procedures to mitigate risk; Report and investigate security incidents and breaches; Monitor and manage outsourced security service providers; Managerial/Supervisory functions.
<u>ENQUIRIES</u>	:	Mr Denzil Samuels Tel No: (021) 483 5861
<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>POST 32/382</u>	:	<u>SECURITY OFFICER: PHYSICAL PROTECTION REF NO: POCS 12/2026</u> Various Posts available for a 1-Year Contract)
<u>SALARY</u>	:	R170 226 – R200 523 per annum (Level 03)
<u>CENTRE</u>	:	Police Oversight and Community Safety, Western Cape Government.
<u>REQUIREMENTS</u>	:	NQF level 4; PSIRA registration minimum Grade C; A valid code B (or higher) driving license. Competencies: Knowledge and understanding of the following: Access control procedures; Measures for the control and movement of equipment and stores; Prescribed security procedures (MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents; Relevant emergency procedures; Skills in the following: Numeracy; Computer literacy; Operating equipment and Communication (written and verbal).
<u>DUTIES</u>	:	Perform access and egress control; Conduct internal and external patrols; Provide an asset protection service; Perform effective incident reporting and Operate control room security equipment.
<u>ENQUIRIES</u>	:	Mr D Samuels Tel No: (021) 483 5861
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2.Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3.Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF THE PREMIER

<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>	:	28 September 2026
<u>NOTE</u>	:	Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by

the selection panel. All shortlisted candidates will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to assess relevant functional elements of the job and an interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background in processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme>. The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 32/383</u>	:	<u>CHIEF DIRECTOR: POLICY AND STRATEGY REF NO: DOTP 92/2026</u>
<u>SALARY</u>	:	R1 554 696 per annum (Level 14)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	A Qualification at NQF Level 7 as recognised by SAQA; A minimum of 5 years relevant senior management level experience. Competencies: Proven working knowledge and relevant working experience of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; The functioning of the Province and the activities of sister departments. Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management. Skills: Networking and network formation skills; Conceptual and formulation skills; Leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Planning, organising and people management skills.
<u>DUTIES</u>	:	Provide strategic management, advice and guidance in respect of the following functional areas: Facilitate the conducting of high-level policy analysis: Transversal coordination, management and promotion of innovative and evidence-based policy and strategy development, planning, implementation, and review. Facilitate the research and analysis of the provincial policy environment and identify critical areas for provincial government intervention, including futures capability. Analyse national and provincial policies, strategies and laws, and prepare provincial responses. 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. Initiate and manage transversal futures modelling research. 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. Support the provincial executive in respect of provincial human social development strategy: Facilitate and coordinate the collation of the Provincial Strategic Plan for the Human Development (HD) Social Sector. Advise in consultation with Provincial Treasury on the macro prioritisation of the provincial budget in line with provincial strategic priorities for the HD Social Sector. Facilitate the initiation of new integrated government programmes and projects in pursuance of provincial strategic priorities for the HD Social Sector as required. Advise on the alignment of HD Social Sector and departmental strategic plans, as well as integrated development plans, with provincial strategic priorities. Continuously assess progress with the implementation of HD Sector provincial programmes, projects and plans, and advise on the management of blockages. Advise the Premier, Cabinet and departments on performance variances, and recommend corrective actions for the HD Sector. Coordinate support for the Premier and DG in their participation in intergovernmental structures and forums for the HD Social Sector. Support the provincial executive in respect of provincial economic strategy: Facilitate and coordinate the collation of the Provincial Strategic Plan for the Economic Sector. Advise in consultation with Provincial Treasury on the macro prioritisation of the provincial budget in line with provincial strategic priorities for the Economic Sector. Facilitate the initiation of new integrated government programmes and projects in pursuance of provincial strategic priorities for the Economic Sector as required. Advise on the alignment of Economic Sector and departmental strategic plans, as well as integrated development plans, with provincial strategic priorities. Continuously assess progress with the implementation of Economic Sector provincial programmes, projects and plans, and advise on the management of blockages. Advise the Premier, Cabinet and departments on performance variances, and recommend corrective actions for the Economic Sector. Coordinate support for the Premier and DG in their participation in intergovernmental structures and forums for the Economic Sector. Manage integrated provincial strategic planning: Advise on the alignment of departmental strategic and annual performance plans as well as integrated development plans with provincial strategic priorities. Facilitate the development and periodic review of the provincial strategic plan in line with prescribed strategic planning and budgetary processes. Advise, in consultation with the Provincial Treasury, on the policy prioritisation of the provincial budget in line with provincial strategic priorities. Change Management, People Management, Financial Management.

ENQUIRIES

:

Ms L Esterhuyse Tel No: (021) 483 5856

OTHER POSTS

POST 32/384

:

DEPUTY DIRECTOR: PRIORITY UNIT REF NO: DOTP 05/2026

SALARY CENTRE

:

R932 292 - R1 098 195 per annum (Level 11), all-inclusive salary package
Department of the Premier, Western Cape Government

REQUIREMENTS

:

Appropriate 3-year tertiary qualification (National Diploma/B-degree) in Human Resource Management or Industrial Psychology; A minimum of 3 years' experience at managerial level within a human resource management environment. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act, all Bargaining Council resolutions and Public Service Commission (PSC) guidelines; Ability to maintain the highly confidential nature of people management work; Ability to travel for various meetings and maintain flexible work schedule; Demonstrate resourcefulness and initiative in dealing with daily challenges; ability to work under pressure and meet deadlines. Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES

:

Provide a talent acquisition consulting service and service benefits support in respect of Heads of Departments, senior managers and employees within

ENQUIRIES
NOTE

ministerial offices; project management, quality control of and report on all work within the Priority Unit; Ensure the publication of advertisements in various media; Facilitate the compilation of advertisements and pre-selection questionnaires; Facilitate the recruitment and selection process, inclusive of shortlisting, case studies, competency-based interviews, competency assessments and personnel suitability checks.

: Ms T Viljoen @ Thora.Viljoen@westerncape.gov.za
: Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE

: 28 September 2026

POST 32/385

: **DEPUTY DIRECTOR: SECRETARIAT SERVICES REF NO: DOTP 37/2026**

SALARY
CENTRE
REQUIREMENTS

: R932 292 - R1098 195 per annum (Level 11), (all-inclusive salary package)
: Department of the Premier, Western Cape Government
: An appropriate 3-year Tertiary qualification (National Diploma/B-Degree or higher qualification) on NQF level 6 as recognised by SAQA; A minimum of 3 years relevant Management experience. Competencies: Knowledge and understanding of the following: decision support systems; the latest advances in public management theory and practice; policy analysis, policy development, and operational management, monitoring and review processes; 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; and project management; operational management practices; procurement and tendering 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; 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; Knowledge and understanding of the policies of the government of the day; Labour Relations legislation and regulations; performance management in general.

DUTIES

: Manage the provision of secretariat and logistical support to executive structures; Manage the provision of executive decision-making support; Manage the provision of executive governance and compliance support; Plan and manage the work of and account for the overall performance of the Sub-directorate: which includes planning; organising; monitoring, evaluation and reporting; records and information management; people management; which includes recruitment and selection; training; performance management; mentoring and coaching; discipline; and financial management; which includes budget; assets; procurement; and monitoring and evaluation.

ENQUIRIES
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: Mr C Ahmed @ Caushiem.Ahmed@westerncape.gov.za
: Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed

and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

<u>CLOSING DATE</u>	:	28 September 2026
<u>POST 32/386</u>	:	<u>ASSISTANT DIRECTOR: PROTOCOL CEREMONIAL AND CONFERENCES</u> <u>REF NO: DOTP 35/2026</u>
<u>SALARY</u>	:	R487 197 - R537 897 per annum (Level 09).
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 6 (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; 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. Knowledge and understanding of public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit.
<u>DUTIES</u>	:	Advise and implement protocol and logistical support at events for the Premier, Cabinet and Provincial Top Management; Facilitate special projects and ceremonial proceedings; Coordinate Provincial Funerals and provide support in respect of State Funerals, in compliance with the State Funeral Policy; Managerial functions.
<u>ENQUIRIES</u>	:	Mr H Blake Tel No: (021) 483 4942
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this

position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

<u>CLOSING DATE</u>	:	28 September 2026
<u>POST 32/387</u>	:	<u>ASSISTANT DIRECTOR: PROTOCOL SERVICES REF NO: DOTP 36/2026</u>
<u>SALARY</u>	:	R487 197 - R 537 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 6 (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; Regional and local political, economic and social affairs impacting on the provincial Government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury; Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit.
<u>DUTIES</u>	:	Assist with the planning, coordinating and execution of the Premier's diary commitments with internal/external stakeholders; Facilitate specials projects of the Premier; Support Directorate International Relations in the planning for incoming and outgoing international official visits; Managerial functions.
<u>ENQUIRIES</u>	:	Mr B Ariefdien Tel No: (021) 483 3251
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	28 September 2026

<u>POST 32/388</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL BEHAVIOUR REF NO: DOTP 88/2026</u>
<u>SALARY</u>	:	R487 197 - R537 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree at NQF 6 (equivalent or higher qualification) within a Social/Industrial/Public and Business Management Science or related field; A minimum of 3 years' relevant experience; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Functions of the various components of the WCG to ensure a holistic, integrated approach to interventions; Latest advances in public management theory and practice; Provincial government functions and services; Statutory framework governing the broad management of the Public Service; Mentoring and coaching practices; Financial management prescripts; Culture and leadership theory and models; Change management methodologies; Key elements/determinants of organisational performance as they relate to the field of culture and leadership; Project management. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Visio etc); Analytical; Conceptual, interpretive and formulation; Diagnostic; Facilitation and process consultation; Persuading and Influencing; Creative problem-solving; Intervention design; Leadership; Leading and supervising; Delivering results and meeting customer expectations; Planning and organising; Relating and networking; Presenting and communicating information; Listening; Team building and strong inter-personal; Written and verbal communication; Conceptual, interpretive and formulation; Motivation; Networking; Project management; Research; Ability to work independently and as part of a team. Knowledge of and working experience within the following: the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; information systems that aid in the management of knowledge and information pertaining to the line function; project management; operational management practices; procurement and tendering processes; policy development, and operational management, monitoring and review processes; modern systems of governance and administration; public service procedures, processes and systems; 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; the functioning of the Province and the activities of sister departments/related functional areas; the policies of the government of the day; Labour Relations legislation and regulations; performance management in general; change management methodologies models; culture and leadership theory and models; key elements/determinants of organisational performance as they relate to the field of culture and leadership; Knowledge of mentoring and coaching practices. Skills; Numeracy; Conceptual; interpretive and formulation skills; Conflict resolution; Diagnostic skills; Facilitation and process consultation; Influencing; Innovative problem-solving; Interviewing; Mentoring and coaching; Negotiation; Project management; Research; Team building and strong inter-personal skills.
<u>DUTIES</u>	:	Coordinate and facilitate team and culture development and improvements; Supervise and coordinate organisational change enablement initiatives and implementation support; Develop, monitor, and report on project plans; Manage and undertake all administrative functions required with regards to operational, human/ people and financial resources; People management; Financial management.
<u>ENQUIRIES</u>	:	Ms C Hector at Chandrey.Hector@westerncape.gov.za
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other

must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE :

28 September 2026

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 :

28 September 2026

NOTE :

Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. 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 32/389 :

DEPUTY DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 20/2026

SALARY :

R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)

CENTRE :

Provincial Treasury, Western Cape Government

REQUIREMENTS :

An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Financial Management/Accounting/Supply Chain Management, Public Administration/Management/Information Technology; A minimum 3 years management level experience. Competencies: Knowledge of and working experience in the following: legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; information systems that aid in the management of knowledge and information pertaining to the line function; project management; operational management practices; procurement and tendering processes; policy development, and operational management, monitoring and review processes; modern systems of governance and administration; public service procedures, processes and systems; 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. 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;

	Labour Relations legislation and regulations; performance management in general.
<u>DUTIES</u>	: Manage the implementation and maintenance of the financial systems which includes system access security and controls; Oversee the establishment and maintenance of uniform systems policies, norms and standards, which includes governance mechanisms and reporting processes to enforce compliance for financial systems; Manage capacity building within Provincial Departments to ensure the effective utilization of the financial system; Oversee the establishment and maintenance of uniform systems policies, norms and standards, which includes governance mechanisms and reporting processes to enforce compliance for financial systems; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management; Financial Management.
<u>ENQUIRIES</u>	: Mr B Gordon at Brandon.Gordon@westerncape.gov.za
<u>POST 32/390</u>	: <u>ADMINISTRATIVE OFFICER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 21/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R338 106 - R398 277 per annum (Level 07) : Provincial Treasury, Western Cape Government : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Financial Management, Accounting, Information Systems or Business Management; A minimum of 3 years clerical experience on financial systems. Competencies: Constitution of RSA (Act 108 of 1996); Public Financial Management Act (Act of 1999); Public Service Act (Act 103 of 1994); National Treasury Regulations (NTR); Provincial Treasury Instruction (PTI's); Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Knowledge and understanding of the legislative framework governing the Public Service; Knowledge of working procedures in terms of the working environment; Relevant prescripts to PERSAL; Basic knowledge of PERSAL, BAS and LOGIS; Basic knowledge of Financial Administration; Labour Relations Act; Knowledge of HR practice.
<u>DUTIES</u>	: Administration and co-ordination for nominations for training of transversal financial systems; Building capacity of transversal financial system users; Maintaining and verifying of various databases and reports of all training interventions; Handling, verification and reconciliation of accounts; Supervise human resource staff.
<u>ENQUIRIES</u>	: Mr B Gordon at Brandon.Gordon@westerncape.gov.za

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>	: 28 September 2026
<u>NOTE</u>	: Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to assess relevant functional elements of the job and an interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural

preferences, emotional intelligence, and integrity. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background in processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme>. The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 32/391</u>	:	<u>DIRECTOR: RESEARCH AND INFORMATION MANAGEMENT REF NO: DSD 80/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate NQF 7 or higher qualification as recognised by SAQA; A minimum of 5 years relevant middle/senior management level experience; Successful completion of Certificate for entry into the SMS (Senior Management Service) prior to appointment is requirement. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) before the candidate can be appointed into this post. Please see notes below. Competencies: Proven knowledge and understanding of Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Programme and project management. Procurement and tendering processes. Policy development, and strategy management, monitoring and review processes. Modern systems of governance and administration. Public service procedures, processes and systems. The global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Constitutional, legal and institutional arrangements governing the South African public sector. 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. The policies of the government of the day. Labour Relations legislation and regulations. Performance management in general. Core Competencies: Strategic capability and leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Skills: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting/ Finance/ Audit; Strategic Planning.
<u>DUTIES</u>	:	Line Management: Render population development services to inform provincial-wide and departmental planning in line with South African Population Policy; Plan, manage and coordinate ethical social and evaluation research; Manage and coordinate departmental records and strategic knowledge resources; Manage and coordinate the departmental information systems and information and communication technology (ICT) governance processes; Strategic Management (including Change Management); Define and review on a continual basis the purpose, objectives, priorities and activities of the

Directorate. Drive the Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation within the Directorate, and the Department. Diligently perform all duties assigned to the post of Director.

People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan. Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Directorate. Monitor information capacity building within the Directorate. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate.

Financial Management: Manage participation in the budgeting process at Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate. Ensure that all spending is aligned with the strategic objectives of the Directorate and Department. Report to the Chief Director and relevant oversight role players/committees on all aspects of the Directorate's finances. Assume overall accountability for the management, maintenance and safekeeping of the Directorate's assets. Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Ms. Sihaam Niftagodien Tel No: (021) 483 6279 / Sihaam.Niftagodien@westerncape.gov.za

OTHER POSTS

POST 32/392 : **SOCIAL WORK MANAGER: REGIONAL OFFICE REF NO: DSD 70/2026 (VARIOUS POSTS AVAILABLE)**

SALARY : Grade 1: R1 009 512 - R1 154 271 per annum, (as prescribed by OSD)
Grade 2: R1 200 894 – R1 414 593 per annum, (as prescribed by OSD)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics.

DUTIES : Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical

and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher-level administrative functions.

ENQUIRIES
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: Ms A van Reenen Tel No: (021) 483 3996
: Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE

: 28 September 2026

POST 32/393

: **HEAD OF CORPORATE SERVICES (VARIOUS REGIONS) REF NO: DSD 79/2026**

SALARY
CENTRE
REQUIREMENTS

: R932 292 - R1 098 195 per annum (Level 11)
: Department of Social Development, Western Cape Government
: A 3-year qualification (National Diploma/B-Degree in Public Finance and/or Accounting or equivalent), A minimum of 3 years' middle management 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; 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; 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. the functioning of the province and the activities of sister departments/related functional areas; the policies of the government of the day; Labour Relations legislation and regulations; Knowledge and understanding of performance management in general; Treasury Regulations, 2001; Financial Management (Budget Control); Financial administration (LOGIS / BAS / IPS system); Asset management (LOGIS / contract management); Infrastructure (U-AMP inputs and out roll of accommodation); ;Health and safety management (OHS Matters);Fleet Management (Fleetman System / Recons); Operational planning processes; Minimum Information Security Standards, 1996.

DUTIES

: Oversee financial management (Budgeting and Reporting Financial Administration, Revenue Management, expenditure and Account) processes in the region; Lead Supply Chain Management (demand, acquisition, contract,

ENQUIRIES
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logistics, and disposal management), as well as the maintenance and safeguarding of regional assets; Direct the Management of Logistical Services within the region; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management of the Sub directorate; Financial Management for the Sub directorate.

: Ms A Van Reenen Tel No: (021) 483 3996
: Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE

: 28 September 2026

POST 32/394

: **SOCIAL WORK SUPERVISOR: FACILITY POLICY PLANNING AND PROFESSIONAL SERVICES REF NO: DSD 68/2026**

SALARY
CENTRE
REQUIREMENTS

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

DUTIES

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

ENQUIRIES
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statutory functions that are problematic for supervisees relating to the relevant function, compile court reports, and attend to court inquiries and the other tasks emanating from these matters. Ensure that records of social work interventions, processes, and outcomes are produced and maintained. Ensure implementation and compliance with all standard operating procedures and sector norms and standards.

: Mr M Jonkerman Tel No: (021) 826 6090
: Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE

: 28 September 2026

POST 32/395

: **SOCIAL WORK SUPERVISOR REF NO: DSD 71/2026**
(Various Posts available in Different Regions)

SALARY
CENTRE
REQUIREMENTS

: R496 668 - R583 833 per annum, (OSD as prescribed).
: Department of Social Development, Western Cape Government
: A 4-year tertiary qualification in Social Work (Degree/Diploma) that allows registration with SACSSP; Registration and proof of current registration with the South African Council for Social Service Professions (SACSSP). A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. 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: Job-related knowledge; analytic and diagnostic tools, assessment tools, evaluation methods and processes. Personnel Management, Supervision Framework for Social Workers, and Social Work legislation related to children. Social work theory and interventions; Information and knowledge management, protocol, and professional ethics Job-Related Skills: Organizing and planning; Project planning; psychosocial intervention; Communication and language (2 official languages of the Western Cape Government); People management practices; Interpersonal, report writing, computer literacy, presentation and facilitation, problem solving and analytical, and client orientation and customer focus.

DUTIES

: To ensure that a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs is rendered: Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions; This would include the following actions: Conduct assessments, that are problematic for supervisees, aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Ensure that the appropriate recommendations and interventions required to address the conditions are identified. Ensure the development and planning of programmes to render the recommended interventions efficiently, effectively and economically. Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance and advice to supervisees. Monitor and evaluate the effectiveness of the recommended interventions; Ensure reporting on progress and identify further/amended interventions to address the identified conditions; Study,

interpret, apply and give guidance on legislation and policies in the identified work fields to supervisors and other role players/stakeholders. Perform statutory functions that are problematic for supervisees relating to the relevant function, compile court reports and attend to court enquiries and the other tasks emanating from these matters. Ensure that records of social work interventions, processes and outcomes are produced and maintained. Ensure implementation and compliance with all standard operating procedures and sector norms and standards.

ENQUIRIES : Ms S Cummings-Damon @ Shamiela.Cummings-Damon@westerncape.gov.za

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026

POST 32/396 : **OFFICE MANAGER: FINANCIAL MANAGEMENT REF NO: DSD 67/2026**

SALARY : R487 197 - R537 897 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification National Diploma (B-degree or higher qualification); A minimum of 5 years' relevant experience. Competencies: Good telephone etiquette; Computer Literacy; Language skills; Sound organisational skills; Good people skills; High level of reliability; Written communication skills; Ability to act with tact and discretion; Information gathering and analysis of information; Good grooming and presentation; Self-management and motivation; Knowledge on the relevant legislation/policies/prescripts and procedures; Basic knowledge on financial administration.

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

ENQUIRIES : Mr J Smith at Juan.Smith@westerncape.gov.za

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference

checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

<u>CLOSING DATE</u>	:	28 September 2026
<u>POST 32/397</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: DSD 73/2026</u>
<u>SALARY</u>	:	R487 197 - R537 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Project management methodologies and standards; Global, regional and local political, economic and social affairs impacting on the Western Cape Government. Skills needed: Interpret and apply relevant policies and procedures; Problem solving; Facilitation; Presentation; Policy formulation and analysis; Monitoring and evaluation; Communication (written and verbal); Organising; Information and knowledge management and Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Project management; Ability to analyse, conceptualise and implement policy; Research.
<u>DUTIES</u>	:	Develop and implement Departmental performance monitoring and reporting processes; Contribute to the development and maintenance of performance indicators and monitoring frameworks; Monitor the implementation of the service delivery improvement plans (SDIPs); Facilitate the Department's MPAT process; Provide support and guidance in the management of Provincial Project Management and Information systems (BizSuite: BizProjects, BizPerformance, BizBrain).
<u>ENQUIRIES</u>	:	Ms S Nieftagodien at sihaam.nieftagodien@westerncape.gov.za.
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	28 September 2026
<u>POST 32/398</u>	:	<u>EDUCATION OFFICER: EDUCATION REF NO: DSD 69/2026</u> (2-Year Contract Posts available in Various Locations)
<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 post-school qualification; Registration with SACE as a professional educator; A minimum of 3 years' experience as an Educationalist/ Educator; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies and

		procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures. Skills needed: Problem solving, sound budgeting, planning, facilitation, influencing and interpersonal relations; Written and verbal communication; Planning and organising; Learning and researching; Relating and networking; Adapting and responding to change; Adhering to principles and values; Analysing.
<u>DUTIES</u>	:	Implement Educational Programmes at Facilities in Accordance with Curriculum Requirements and Departmental Legislation; Implement facility policies and procedures to enhance safe care/custody and development of residents (MDT, incident reporting, behaviour management, unauthorised articles, etc.); Perform administrative functions; Continuous Professional Development: Keep up to date with new developments in the social work and social welfare fields.
<u>ENQUIRIES</u>	:	Ms M Jonkerman Tel No: (021) 826 6040
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	28 September 2026
<u>POST 32/399</u>	:	<u>CHIEF REGISTRY CLERK: CAPE WINELANDS/ OVERBERG LOGISTICAL SERVICES REF NO: DSD 75/2026</u>
<u>SALARY</u>	:	R338 106 - R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years relevant experience. Competencies: Knowledge of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Legislative framework governing the Public Service; storage and retrieval procedures in terms of the working environment; Skills in the following: Proven computer literacy; Planning and organising; Communication (written and verbal).
<u>DUTIES</u>	:	Supervise the following: Supervise and render an effective filing and record management service; the Coordination, Handling, and Distribution of Incoming and Outgoing Correspondence; human resources/staff; the processing and process documents for archiving and/disposal; provide registry counter services.
<u>ENQUIRIES</u>	:	Ms S Cummings-Damon at Shamiela.Cummings-Damon@westerncape.gov.za
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other

must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

<u>CLOSING DATE</u>	:	28 September 2026
<u>POST 32/400</u>	:	<u>INFORMATION MANAGEMENT OFFICER: WEST COAST REGION REF NO: DSD 77/2026 (VARIOUS COMPONENTS)</u>
<u>SALARY</u>	:	R338 106 - R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 1-year 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; Knowledge and understanding of policy development, and operational management, monitoring and review processes, modern systems of governance and administration; Knowledge and understanding of 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; labour relations legislation and regulations; performance; management and information systems. Skills: Numeracy; Literacy; Driving; Typing; Computer Literacy; Language skills.
<u>DUTIES</u>	:	Develop and maintain regional information management systems; Coordinate Information and Communication Technology services; Analyse and present business management information [financial and non-financial data (NFD)]; Identification, implementation and maintenance of knowledge and information management services in the region.
<u>ENQUIRIES</u>	:	Mr W Du Toit at Willem.duToit@westerncape.gov.za
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	28 September 2026

POST 32/401 : **COMMUNITY DEVELOPMENT PRACTITIONER: SUSTAINABLE LIVELIHOODS REF NO: DSD 65/2026**

SALARY : Grade 1: R289 296 - R337 959 per annum, (OSD as prescribed)
Grade 2: R347 796 - R409 689 per annum, (OSD as prescribed)
Grade 3: R421 020 - R564 846 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. **Grade 2:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. **Grade 3:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Skills needed: Presentation; Proven computer literacy; Written and verbal communication; Facilitation; Research; Knowledge and understanding of basic Financial Management.

DUTIES : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery. Monitor funded organisations' financial compliance to ensure transferred funds are utilised in line with approved activities; Implementation of the approved Community Development Norms and Standards.

ENQUIRIES : Mr L Arnolds Tel No: (021) 483 6657
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026

POST 32/402 : **ADMINISTRATION CLERK: ADMIN SUPPORT REF NO: DSD 72/2026**
(Posts available at Various Locations)

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government

<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Literacy; Numeracy; Presentation; Decision –making; Computer literacy; Interpersonal; Flexibility; Planning and organising.
<u>DUTIES</u>	:	Render general clerical 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 facsimiles; 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; Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Stock control of office stationery; Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component; Maintain a leave register for the component; Keep and maintain personnel records in the component; Keep and maintain the attendance register of the component; Arrange travelling and accommodation. Provide financial administration support services in the component; Capture and update expenditure in component; Check correctness of subsistence and travel claims of officials and submit to manager for approval; Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms C Krieger at Catherine.Krieger@westerncape.gov.za
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	28 September 2026
<u>POST 32/403</u>	:	<u>REGISTRY CLERK: LOGISTICAL SERVICES REF NO: DSD 74/2026 (POST AVAILABLE IN VARIOUS LOCATIONS)</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: Registry duties, practices as well as the ability to capture data, and operate computer; Understanding of the legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Understanding of the work in registry; Electronic records management / electronic content management systems, including scanning, indexing, filing and retrieval of records. Skills in the following: Numeracy skills; Literacy skills; Computer literacy; Planning and organisation; Good verbal and written communication skills; Records Management / ECM system; Scanning and electronic document handling skills; Attention to detail in records capturing and filing; Ability to operate an Electronic Records Management / ECM system.

<u>DUTIES</u>	:	Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service; Operate office machines in relation to the registry function; Process documents for archiving and/or disposal.
<u>ENQUIRIES NOTE</u>	:	Ms E. Siljeur at Elarna.Siljeur@westerncape.gov.za
	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	28 September 2026
<u>POST 32/404</u>	:	<u>CUSTOMER CARE ASSISTANT: CUSTOMER CARE REF NO: DSD 76/2026 (POSTS AVAILABLE IN VARIOUS LOCATIONS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 - R279 708 per annum (Level 05)
	:	Department of Social Development, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification); 1 year experience in NGO or Customer Care. Competencies: Knowledge of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Storage and retrieval procedures in terms of the working environment; Understanding of the work in registry. Skills in the following: Numeracy skills; Literacy skills; Language skills; Negotiation; Communication skills; Computer Literacy; Conflict Resolution; Organising and Planning Skills.
<u>DUTIES</u>	:	Perform front desk service; Facilitate all complaints and escalate accordingly; Provide information to customers regarding available services; Render general administrative support services.
<u>ENQUIRIES NOTE</u>	:	Ms I April at Imelda.April@westerncape.gov.za
	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	28 September 2026

<u>POST 32/405</u>	:	<u>SOCIAL AUXILIARY WORKER: METRO NORTH REF NO: DSD 78/2026</u> Region (Various Service Delivery Areas)
<u>SALARY</u>	:	Grade 1: R200 691 – R227 145 per annum, (as prescribed by OSD) Grade 2: R236 385 – R269 742 per annum, (as prescribed by OSD) Grade 3: R280 809 – R353 016 per annum, (as prescribed by OSD)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and Knowledge Management (Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately; Protocol and professional ethics.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant departmental programs. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES NOTE</u>	:	Mr M Swart @ Mariette.Swart@westerncape.gov.za Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	28 September 2026
<u>POST 32/406</u>	:	<u>CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES REF NO: DSD 66/2026 (VARIOUS POSTS IN VARIOUS COMPONENTS)</u>
<u>SALARY</u>	:	Grade 1: R191 694 – R215 073 per annum, (OSD as prescribed) Grade 2: R223 788 – R253 500 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government A Grade 12 qualification (Senior Certificate or equivalent qualification). Valid Code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the care centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication

	(written and verbal) skills; Proven computer literacy; Have the ability to work with children in conflict with the law.
<u>DUTIES</u>	: Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.
<u>ENQUIRIES</u>	: Ms U Siebritz at Ubenicia.Siebritz@westerncape.gov.za
<u>NOTE</u>	: Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	: 28 September 2026

WESTERN CAPE MOBILITY DEPARTMENT

<u>APPLICATIONS</u>	: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	: 28 September 2026
<u>NOTE</u>	: Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to assess relevant functional elements of the job and an interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who

aspire to join the SMS, is to ensure that potential SMS members have a background in processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme>. The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 32/407</u>	:	<u>DIRECTOR: FREIGHT AND LOGISTICS REF NO: WCMD 21/2026</u> (3 Year Contract)
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government.
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Freight, Transport, Logistics, or related field as recognised by SAQA. 5 years of experience at a middle/senior managerial level. Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.
<u>DUTIES</u>	:	Develop provincial legislation, policies, strategies and plans for freight rail, maritime and ports, road freight, intermodal facilities, and aviation and pipelines in conjunction with the Directorate Transport Policy and Strategy. Develop frameworks, guidelines, norms and standards for multi-modal freight planning and operations. Conduct technical studies, feasibility assessments, research, business cases, and business plans across freight modes. Assess the impact of freight-related legislation, policies, strategies, programmes, and projects. Facilitate and improve freight services in the Western Cape, across multiple transport modes through the implementation of key strategic documents, including the Provincial Freight Strategy, Freight Implementation Programme (FIP), and Provincial Land Transport Framework (PLTF), the Freight Rail Revitalisation Framework (FRRF); Manage freight data and ensure the development of freight information systems, digital alignment and integration across all freight modes through platforms such as the Western Cape Freight Demand Model, Freight Management System and Integrated Transport Hub. Manage information (data and knowledge) by applying tools and technologies to inform decision-making in government operations; produce reports; enhance service delivery; support transparency; support integration/collaboration across departments and spheres of government. Represent the Province in high-level engagements with public and private freight stakeholders, promoting coordination and investment in freight systems across all modes. Ensure engagement and collaboration with industry stakeholders, public and private sector entities to coordinate, develop, and implement freight system improvements across modes. Align freight projects with the province's spatial, economic, and social development goals. Financial and People Management.
<u>ENQUIRIES</u>	:	Ms DD Ribbonaar Tel No: (021) 483 3946

OTHER POSTS

<u>POST 32/408</u>	:	<u>ADMINISTRATIVE OFFICER: PRE SERVICE DELIVERY (ATHLONE) REF NO: WCMD 117/2025 R1</u>
<u>SALARY</u>	:	R338 106 - R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government.
<u>REQUIREMENTS</u>	:	3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year administrative support experience in an operating license

		processing working environment. Competencies: Knowledge in the following: National Land Transport Act (Act No.5 of 2009); Road Transportation Act (Act No. 74 of 1977); Western Cape Road Transportation Amendment Law Act (Act No. 8 of 1996); National Land Transport Regulations of 2009; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, guidelines; Processing of applications for operating licenses; Preparation of cases and the presentation thereof at adjudication meetings; preparation of cases for the cancellation of operating licenses; Information and Record Management/Administration; Understanding in how to notify operators of renewals. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Reporting; Problem-solving; Planning; Organising; Research; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<u>DUTIES</u>	:	Render support with the processing of operating license applications; Perform communication duties; Coordinate attendance of committee hearings; Render effective utilisation of the PTRS System; Render supervisory functions.
<u>ENQUIRIES</u>	:	Mr HMF Kirkwood Tel No: (021) 483 8970
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	28 September 2026
<u>POST 32/409</u>	:	<u>PROVISIONING CLERK: LOGISTICS AND ASSET MANAGEMENT REF NO: WCMD 22/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government.
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Logistics management duties, practices as well as the ability to capture data, operate computer and collect statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; 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), Logical Information System (LOGIS) or similar systems. Skills in the following: Computer; Planning and Organising; Good Verbal and Written Communication; 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 procurement and provisioning service to the Department; Ensure effective and efficient capturing of data on procurement system; Provide personnel administration and clerical support services within the component; Controlling of Consumables and Inventory.
<u>ENQUIRIES</u>	:	Ms N Dyantyi Tel No: (021) 483 4529
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide

the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

<u>CLOSING DATE</u>	:	28 September 2026
<u>POST 32/410</u>	:	<u>ADMINISTRATION CLERK: FREIGHT AND LOGISTICS REF NO: WCMD 23/2026</u> (3-Year Contract Post)
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology; Applicable legislative and regulatory requirements, policies and standards; Public Service financial legislations, processes and procedures. Skills in the following: Numeracy skills; Literacy skills; Language skills; Computer literacy.
<u>DUTIES</u>	:	General Administration including procure goods and services, process payments, draft and type documentation, maintain databases and registers; Execute meetings and event logistics including scheduling, preparing minutes, following up on actions, making travel arrangements; Provide project support, including handling enquiries; Execute effective document management.
<u>ENQUIRIES</u>	:	Mr K Matsabisa Tel No: (021) 483 4887
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	28 September 2026