

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

CLOSING DATE : 19 October 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 35/232 : **SCIENTIFIC MANAGER: INFORMATION AND ANALYTICAL SERVICES (ELSENBURG) REF NO: AGR 44/2026**

SALARY : Grade A: R1 143 468 per annum, (OSD as prescribed), (all-inclusive salary package)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate MSc degree in Meteorology / Environmental Science / Geoscience; Compulsory and valid registration with the SACNASP as a Professional Natural Scientist in the appropriate field of practice; A minimum of 6 years post qualification natural scientific experience; A valid code B driving license. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Statistical information; Public Service Regulatory Framework; People Management processes; Project management; Public Financial Management Act and its Regulations; Skills in the following: Communication (written and verbal); Interpersonal; Analytical; Planning and organising; Motivational; Policy formulation; Presentation/facilitation; Financial management; People management; Problem solving skills.

DUTIES : Facilitate and coordinate policy, strategy development and implementation; Facilitate and oversee agricultural research and data management; People Management; Financial Management.

ENQUIRIES : Dr F Vries Tel No: (021) 808 5014

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 35/233 : **DISTRICT MANAGER: LANDCARE: EDEN REF NO: AGR 40/2026**

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

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : National Diploma in Civil Engineering or Degree in Civil Engineering or appropriate B.Sc. Degree or appropriate B.Sc. Degree in Agriculture; A minimum of 6 years' experience required in natural resources; 3 years managerial experience. Competencies: Knowledge of the following: Land Conservation Act and financial schemes; Protection of irrigated lands; Rehabilitation of agricultural lands; Engineering services; Risk and disaster management practices and disaster relief schemes; Public Finance Management Act; Legislation, regulatory frameworks, policies and best

practices in respect of natural resource use and management; Provincial, national and international matters related to natural resource use and 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; Regulatory Framework that governs the Public Service; People management; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Policies of the government of the day; Labour Relations legislation and Regulations. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Negotiation; Planning and organising; Ability to function on a conceptual level; Motivational skills; Policy implementation; Research; Project Management; Diversity Management; Presentation; Facilitation; Stakeholder management; Report writing.

DUTIES : Manage the administration of schemes and provision of agricultural disaster risk reduction (prevention, mitigation, preparedness, response and relief) support services; Manage planning of farms and Landcare services in the conservation of the natural agricultural resources; Render advice to stakeholders and promote integrated governmental relations and partnerships building; Financial Management; People Management.

ENQUIRIES : Ms A Petersen Tel No: (021) 808 5010
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 35/234 : **STATE VETERINARIAN: VETERINARY PUBLIC HEALTH (ELSENBURG)**
REF NO: AGR 48/2026

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : NQF level 8 BVMch/BVSc as 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 EB or higher) driving license. Competencies: Computer literacy; Financial Management; Statistical; Research; Analytical; Communication; Interpretation.

DUTIES : Provide Animal Health services; Provide training and awareness programs (veterinary extension services) to communities with regard to Animal Health; Render a Veterinary Laboratory Diagnostic and Epidemiology Service; Render a Veterinary Public Health service; Render an animal disease surveillance service; Provide training and awareness programs (extension services) to communities with regards to VPH; Implement contingency plans and conduct risk assessments for the mitigation of outbreak of diseases; Perform all administrative and related functions.

ENQUIRIES : Dr M Wolhuter Tel No: (021) 808 7606
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 35/235 : **SCIENTIST (PRODUCTION LEVEL): BREEDING/REPRODUCTION / ANIMAL HOUSING AND WELFARE (ELSENBURG) REF NO: AGR 49/2026**

SALARY : R791 604 per annum, (OSD as prescribed), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : BSc (Agric) or BSc (Hons) degree in Animal Science; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Professional Natural Scientist; Three years post qualification natural scientific experience; A valid Code B driving licence. Competencies: Working knowledge of the following: Research and development; Computer-aided scientific applications; Knowledge of legal compliance; Technical report writing; Creating high-performance culture; Professional judgment; Data analysis; Mentoring; Programme and project management; Scientific methodologies. Skills in the following: Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy, Networking, People management, Planning and organising, Conflict management, Change management, Problem solving and analysis.

<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures; Perform scientific analysis and regulatory functions; Research and development; Human capital development.
<u>ENQUIRIES</u>	:	Ms M Mulaudzi Tel No: (021) 808 5220
<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 35/236</u>	:	<u>OFFICE MANAGER: RESEARCH AND TECHNOLOGY DEVELOPMENT SERVICES (ELSENBURG/STELLENBOSCH) REF NO: AGR 41/2026</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 post school qualification at NQF level 6 (equivalent or higher qualification); A minimum of 3 years' experience in rendering executive support functions to top management; A valid code EB or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Service Regulatory Framework; Policies and priorities of provincial and national government; Modern systems of governance and administration; Executive support function which include liaising with national/provincial ministers, national/provincial ministries, Office of the Premier and Office of the Provincial Standing Committee; Financial and people management; Information and records management; Relevant software packages; Intergovernmental and international relationships. Skills in the following: Numeracy; Computer literacy; Language skills; Analytical; Basic research; Financial management; Communication (written and oral); Presentation; Organising and planning; Interpersonal; Problem solving; Conflict resolution; Research.
<u>DUTIES</u>	:	Manage Research Project Process of Programme; Render line administrative support services; Manage resources in the office of the Chief Director: Research and Technology Development Services; Execute research, analyse information and compile complex documents; Provide support to the Chief Director with regard to meetings; Remain up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support.
<u>ENQUIRIES</u>	:	Dr F Vries at (072) 776 4708
<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 35/237</u>	:	<u>ANIMAL HEALTH TECHNICIAN: ANIMAL HEALTH: (VARIOUS POSTS AVAILABLE IN MALMESBURY, BOLAND, SWELLENBAM AND BEAUFORT WEST) REF NO: AGR 37/2026</u>
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Animal Health as recognized by SAQA; A minimum of 3 years appropriate experience (post-qualification experience); Valid registration with South African Veterinary Council; A valid Code EB driving licence. Competencies: Working knowledge of the following: Extensive fieldwork under varying environmental conditions; exposure to infectious diseases and biohazards; Physical mobility and ability to handle animals. Skills in the following: Communication skills (written and verbal); Investigation skills; Report writing; Analytical skills; Interpretation skills.
<u>DUTIES</u>	:	Plan and implement disease control measures; Render a support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement; Provide extension services on animal health to animal owners; Perform administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. W Gouws Tel No: (028) 425 4862
<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 35/238</u>	:	<u>STATE ACCOUNTANT: COST MANAGEMENT (ELSENBURG) REF NO: AGR 45/2026</u>
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma on NQF Level 6 (equivalent or higher qualification) in Accounting, Financial Management, or a related field; A minimum of 1-year relevant experience in management accounting, budgeting, or a financial project management environment. Competencies: Knowledge of the following: Public Finance Management Act (PFMA) and Treasury Regulations; Management accounting principles (budgeting, monitoring and reporting); Government financial systems (e.g. BAS, LOGIS, SCOA); Applicable legislative, regulatory and governance frameworks; Financial analysis, data management and reporting methodologies. Skills in the following: Financial analysis and reporting; Budgeting and forecasting; Computer literacy (intermediate or advanced MS Excel, MS Word, MS Outlook); Numeracy and analytical thinking; Planning and organising; Communication (written and verbal); Problem-solving and decision-making; Data management and reconciliation; Report writing and presentation; Stakeholder engagement; Ability to work under pressure and meet deadlines; Attention to detail and accuracy.
<u>DUTIES</u>	:	Provide Budget Planning and Preparation; Provide Budget Support and Financial Control; Calculate Adjustments Estimate and Main Budget Development; Maintain Financial Governance, Compliance and Stakeholder Support; Departmental detail monthly reporting to detect and incorrect/misclassification of SCOA allocations.
<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 35/239</u>	:	<u>VETERINARY PUBLIC HEALTH OFFICER REF NO: AGR 46/2026 (X2 POSTS AVAILABLE IN ELSENBURG)</u>
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Relevant National Diploma in Environmental Health/ Animal Health/ Veterinary Public Health at NQF level 6 as recognised by SAQA; A minimum of 1-year relevant experience; A valid code B (or higher) driving licence. Competencies: Knowledge of the following: Environmental health legislation and policies; Meat safety legislation and policies; Regulatory framework of the public service; Municipal by-laws that governs matters related to meat safety; Environmental affairs legislation; Food safety risk analysis; Food safe auditing. Skills in the following: Computer literacy; Report writing; Organising and planning; Communication skills (written and verbally); Analytical and presentation skills.
<u>DUTIES</u>	:	Inspect abattoirs for compliance with Meat Safety legislation; Audit abattoirs for compliance with Meat Safety legislation; Perform general functions required by the Meat Safety legislation; Contribute to meat safety in the province.
<u>ENQUIRIES</u>	:	Dr M Wolhuter Tel No: (021) 808 7606
<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 35/240</u>	:	<u>SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): BREEDING / REPRODUCTION / ANIMAL HOUSING AND WELFARE (OUDTSHOORN) REF NO: AGR 50/2026</u>
<u>SALARY</u>	:	Grade A: R407 337 - Grade C: R610 131 per annum, (Salary will be determined based on post registration experience as per OSD prescribed).
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government.
<u>REQUIREMENTS</u>	:	National Diploma /Degree in Animal Science or equivalent qualification in the field of animal production (NQF 6); Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in Animal Science; Three years post-qualification technical (scientific) experience in livestock; A valid Code B driving licence. Competencies: Knowledge of the following: Research and development; Computer-aided scientific applications; Knowledge of legal compliance;

		Technical report writing; Creating high-performance culture; Professional judgment; Data analysis; Mentoring; Programme and project management; Scientific methodologies. Skills in the following: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy; Networking; People management; Planning and organising; Conflict management; Change management; Problem solving and analysis.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures; Provide technical support and advice; Perform technical scientific analysis and regulatory functions; Research and development; Human capital development.
<u>ENQUIRIES</u>	:	Ms M Mulaudzi Tel No: (021) 808 5220
<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 35/241</u>	:	<u>PERSONAL ASSISTANT: OPERATIONAL SUPPORT SERVICES (ELSENBURG) REF NO: AGR 42/2026</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: Relevant legislation / policies / prescripts and procedure; Basic financial administration; Ability to run and maintain a record management system; Procurement of goods and services; Ability to properly record minutes and decisions at meetings; Advance knowledge of relevant software packages. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Report writing (submissions and letters); Planning and Organising; Research and analytical skills.
<u>DUTIES</u>	:	Provide a secretarial/ receptionist support service to the manager; Render administrative support services; Provide support to the manager regarding meetings; Support the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Mr P Rockman Tel No: (021) 808 5119
<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 35/242</u>	:	<u>PERSONAL ASSISTANT: ANIMAL HEALTH (ELSENBURG) REF NO: AGR 43/2026</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedure; Basic financial administration; Ability to run and maintain a record management system; Procurement of goods and services; Ability to properly record minutes and decisions at meetings; Advanced knowledge of relevant software packages. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Report writing (submissions and letters); Planning and Organising; Research and analytical skills.
<u>DUTIES</u>	:	Provide a secretarial/ receptionist support service to the manager; Render administrative support services; Provide support to the manager regarding meetings; Support the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Dr N 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 35/243</u>	:	<u>REGISTRY CLERK: RECORDS AND ECM (ELSENBURG) REF NO: AGR 39/2026</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). 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; Understanding of the working registry. Skills in the following: Computer literacy; Planning and organising; Good communication (written and verbal); Flexibility and Teamwork.
<u>DUTIES</u>	:	Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service; Operate office machines in relations to the registry function; Process documents for archiving disposal.
<u>ENQUIRIES</u>	:	Ms G Martin Tel No: (021) 808 5350
<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 35/244</u>	:	<u>ADMINISTRATION CLERK: GENERIC OFFICE REF NO: AGR 47/2026</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). Competencies: Knowledge 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 in the following: 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 support service on OHS compliance.
<u>ENQUIRIES</u>	:	Mr V Govender Tel No: (021) 808 5422
<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 35/245</u>	:	<u>FARM AID: FARMING (ELSENBURG) REF NO: AGR 38/2026</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 (verbal); Numeracy; Literacy; Driving; Operating equipment; Ability to work independently and as part of a team.
<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, Dipping, vaccination and dosing; Perform general activities: 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 and buildings; Maintain windmills and water supply system.
<u>ENQUIRIES</u>	:	Mr J Mothiba Tel No: (012) 808 5176
<u>APPLICATIONS</u>	:	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>	:	To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. 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 35/246</u>	:	<u>FARM AID: BREEDING/REPRODUCTION/ANIMAL HOUSING AND WELFARE REF NO: AGR 51/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R144 024 - R169 656 per annum (Level 02) Department of Agriculture, Western Cape Government 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; Working with heavy draft horses; Skills in the following: Communication (verbal); Numeracy; Literacy; Driving; Operating equipment; Ability to work independently and as part of a team.
<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, Dipping, vaccination and dosing; Perform general activities: 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 and buildings; Maintain windmills and water supply system.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Burger at (083) 380 3988 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>	:	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. 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 35/247</u>	:	<u>FARM AID: FARM SERVICES: LANGGEWENS (MOORREESBURG) REF NO: AGR 52/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R144 024 - R169 656 per annum (Level 02) Department of Agriculture, Western Cape Government 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 (verbal); Numeracy; Literacy; Driving; Operating equipment; Ability to work independently and as part of a team.

<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, Dipping, vaccination and dosing; Perform general activities: 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 and buildings; Maintain windmills and water supply system.
<u>ENQUIRIES</u>	:	Mr S Laubscher Tel No: (022) 433 8931
<u>APPLICATIONS</u>	:	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>	:	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. 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 35/248</u>	:	<u>FARM AID: FARM SERVICES (TYGERHOEK RESEARCH FARM, RIVIERSONDEREND REF NO: AGR 49/2025 R1)</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: Protein and grain crops; Ability to follow relevant technical instructions in the research environment; Ability to distinguish between crops and weeds; Skills in the following: Good communication (written and verbal); Ability to perform hard manual labour; Ability to detect changes and variation; Ability to understand a basic trial plan; Ability to work under pressure.
<u>DUTIES</u>	:	Taking of soil samples; Irrigation of crops; Planting of crops; Soil cultivation and preparation e.g. Cleaning and houghing; Apply chemical crop protection e.g. Operate a knapsack; Reaping, grading, weighing, packing and storage of seed and plant material; Daily tending of crops/ e.g. Weeding and cutting; Harvesting of crops; Asset control and safe keeping of assets; Cleaning of facilities; Disposal of farm waste material; Provide water supply for livestock and farm buildings; Care for equipment e.g. cleaning, oiling and sharpening; Firefighting and prevention; Opening of springs, troughs and unblocking of drains; Loading/ off-loading.
<u>ENQUIRIES</u>	:	Ms L Smorenburg Tel No: (021) 808 5220
<u>APPLICATIONS</u>	:	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>	:	To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form 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>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>	:	19 October 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 35/249</u>	:	<u>MOD PROGRAMME OFFICER - MOD PROGRAMME REF NO: CAS 28/2026 (VARIOUS POSTS AVAILABLE)</u>
<u>SALARY</u>	:	R338 106 - R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equal or higher qualification). A minimum of 1-year relevant experience. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; information systems that aid in the management of knowledge and information pertaining to the line function, 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: Numeracy; Literacy; Computer Literacy; Language skills.
<u>DUTIES</u>	:	Administer the establishment and implementation of MOD Centres in line with the correct processes and procedures; Administer the planning, identification and confirmation of MOD Centres within the Western Cape; Coordinate reporting, communication, monitoring and evaluation; Provide guidance, support and administrative assistance to staff on governance-related matters and contribute to mentoring initiatives.
<u>ENQUIRIES</u>	:	Mr H Stroud Tel No: (021) 483 9529

POST 35/250 : **ARCHIVIST: ELECTRONIC RECORDS MANAGEMENT REF NO: CAS 30/2025 R1**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Management Systems or related 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: Legislation, policies and procedures of the Western Cape Archives and Records Service; Public Management practices in SA and in other countries; Financial Management and Supply Chain Management Services; Public Service reporting structures; Strategic planning; Meeting procedures; It will be advantageous to have a Post Graduate Qualification in Archival Studies. Skills needed: Communication (written and verbal); Proven computer literacy; Research; Problem solving; Analytical and strategic thinking; Presentation skills.

DUTIES : Approval of electronic records management systems; Development and maintenance of electronic records management systems; Audits of electronic records management systems; Guides and directives: compilation, update and distribution; Communication and facilitation.

ENQUIRIES : Mr M Mazibuko Tel No: (021) 483 0402

POST 35/251 : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: CAS 22/2025 R1**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Supply Chain and Asset Management; Asset Management Guidelines; Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Preferential Procurement Policy Framework Act and PPPFA Regulations. B-BBEE; Procurement activities; Asset management policies and procedures /procurement policies and procedures; Document management Enterprise Content Management (ECM), inclusive of registry services and policy and procedures governing these functions. Skills in the following: Report writing; Written and verbal communication.

DUTIES : Rendering asset management clerical tasks; Update and maintain asset registers; Assist with BAS/Logis Monthly Reconciliations; Identify and administer redundant, non-serviceable and obsolete moveable assets for disposal; Request and receive quotations in respect of asset acquisitions and disposals; Monitor, analyse and determine actions to ensure proper asset and disposal management; Provide support to line function; Conducting asset verifications (Stock-take).

ENQUIRIES : Mr G Cloete Tel No: (021) 483 9846

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 19 October 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 POST

<u>POST 35/252</u>	:	<u>ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 49/2025 R1</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 6 (or higher) in the field of Business Management/ Administration or Commerce or Project Management; A minimum of 3 years relevant enterprise development and administrative experience. Competencies: Knowledge of the following: Economics; Application of statistical information; Public administration; Applicable legislative and regulatory requirements, policies and standards; Project management; Computer software programmes. Skills in the following: Stakeholder Management; Computer Literacy; Language; Information Technology; Formal Training; Financial Analysis; Strategic Planning; Facilitating; Negotiating; Communication; Problem Solving; Decision Making; Applied Strategic Thinking; Creative Thinking.
<u>DUTIES</u>	:	Support the development of initiatives to enable small business access to non-financial and financial support; Support the implementation of initiatives to provide market access opportunities for small business; Facilitate building and strengthening partnerships to provide small businesses with business development services (leverage of funding and supplier development); Support the implementation of initiatives to enhance entrepreneurship (social and business); Support the development of initiatives to improve the enabling environment for business through government interaction; Support the development of initiatives to identify gaps and/or blockages for service delivery improvement and refer to the relevant components.
<u>ENQUIRIES</u>	:	Mr J Wolmarans Tel No: (021) 483 2628

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>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 Post 34/300: Post: Social Worker Grade 1 To 4 (2 Posts), Institution: Mental Health Roving Team (ACT) (KESS) and Nomzamo CDC, Khayelitsha/ Eastern Sub-structure has been amended as follows: Post: Social Worker Grade 1 To 4, Institution: Mental Health Roving Team (ACT) (KESS), Khayelitsha/ Eastern Sub-structure Kindly note that the Post 34/290: Post: Professional Nurse Grade 1 To 2 (Specialty: Advanced Midwifery) (X2 Posts), Institution: Khayelitsha CHC and Macassar CDC has been amended as follows: Post: Professional Nurse Grade 1 To 2 (Specialty: Advanced Midwifery), Institution: Khayelitsha CHC
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OTHER POSTS

<u>POST 35/253</u>	:	<u>MANAGER: MEDICAL SERVICES GRADE 1</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 479 723 per annum, (A portion of the package can be structured according to the individual's personal needs.)

<u>CENTRE REQUIREMENTS</u>	:	Khayelitsha 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 a Medical Practitioner. Experience: A minimum of 3-year appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (Code B/EB/C1) driver's licence and willingness to travel. Willingness and skills to do after hour's clinical work. Competencies (knowledge/skills): Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies in a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and Email). Appropriate experience of managing clinical and allied health services.
<u>DUTIES</u>	:	(Key result areas/outputs): Provide strategic and operational leadership and management of health services at Khayelitsha Hospital, ensuring effective collaboration, integration and service alignment with Primary Health Care (PHC) facilities within the Khayelitsha Substructure. Management and governance of clinical and clinical support services/allied health services. Effective, efficient, and sustainable management of finances and supply chain processes, human resources, and non-clinical support services. Display competence, accountability, innovation, responsiveness etc. in mitigating service pressures as determined by rampant social determinants of health in Khayelitsha. Coordinate provision of clinical services at the hospital including forensic services. Involved in training and development and research support. Forge good relations with other key role-players/stakeholders internally and externally; nursing, facilities management, and ensure good management of all consultants as well as PHC, CBS/NPOs/Step down facilities and support COPC approach and work towards strengthening DH system.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T Abrahams, tel. no. (021) 360-4200
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	16 October 2026, 17:00 PM
<u>POST 35/254</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> (Contract Till 31 March 2027) Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 1: R1 041 402 per annum Grade 2: R1 188 255 per annum Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Observatory Forensic Pathology Institute (OFPI), Forensic Pathology Service
	:	Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 6 years' relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 11 years' relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid Code B/EB driver's license and ability to drive manual and automatic cars and bakkies. Appropriate experience in trauma related cases. Knowledge of the functioning of Forensic Pathology Service as defined in the Regulations for Rendering of

Forensic Pathology Service. Exposure to Post-mortems, autopsy work and dissection. Ability and willingness to perform duties outside of normal working hours and away from base of employment. Able to deliver expert testimony in court proceedings clearly and provide opinions to prosecutors and investigators. Competencies (knowledge/skills): Above-average computer and software literacy and knowledge of MS Office. Above average ability to communicate clearly and discreetly in person and in writing. Ability to teach post graduate students, Forensic Pathology Officers and guide administrative support staff in post-mortem services and related activities. Good interpersonal, verbal and written communication skills. Knowledge of effective service delivery in a public health context. Basic Knowledge of forensic toxicology, histopathology and ancillary forensic investigation processes. Ability to produce accurate, legally defensible medico-legal documentation. Very good administration and file management skills. Ability to prepare and register to write Diploma in Forensic Pathology within stipulated timeframes. Ability to function in high stress environments with challenging workloads. Ability to perform medico-legal autopsies in the examination of unnatural death admissions.

DUTIES : To perform medico-legal post-mortem examinations, complete all related investigations and documentation, and finalise post-mortem reports within a 12-week turnaround period. Compile and complete post-mortem reports and all related medico-legal documentation accurately and timeously. Provide conclusion of causes of death based on ancillary investigation reports, as well as efficient expert evidence in court related to all autopsied above cases, including formulating forensic second opinions as requested by the Department of Justice. Attendance of and examination of incident cases. Support to the Heads: Clinical Unit and Department, Medical Specialists and Safe Practices. Personal development and academic contributions: Assist with teaching and training of medical and forensic students, forensic pathology officers in medico-legal autopsies and related investigations.

ENQUIRIES : Dr. IH Alli, email: (lekram.Alli@uct.ac.za)
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 16 October 2026, 17:00 PM

POST 35/255 : **REGISTRAR (MEDICAL) (UROLOGY)**
(5-Year Contract)

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

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: Commuted overtime is compulsory. Willingness to work overtime when required. FCS (SA) part 1A. A certificate of ATLS and Basic Surgical Skills course completed. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing medical services in Urology. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Ability to work in a team under pressure. Research experience.

DUTIES : (key result areas/outputs): Clinical Governance. Teaching. Research. Leadership. Clinical Service: Patient Care. Clinical Service: Operative.

ENQUIRIES : Ms P George, tel. no. (021) 404-6105 or email: paige.george@uct.ac.za

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines." Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Please ensure that you attach an updated CV.
<u>CLOSING DATE</u>	:	16 October 2026, 17:00 PM
<u>POST 35/256</u>	:	<u>REGISTRAR (MEDICAL) (ANAESTHETICS) (X10 POSTS)</u> (4-Year Contract)
<u>SALARY</u>	:	Grade 1: R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory (X7 Posts) NSH (X2 Posts) Red Cross War Memorial Children's Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Other appropriate Post-Graduate Medical Diploma, Certificate or Degree. Knowledge and practical skills for safe regional and general anaesthesia. Knowledge & appropriate use of equipment. Experience in Internal Medicine or critical care under supervision of a Specialist. Experience in Anaesthesiology and Perioperative Medicine. Effective leadership & interpersonal skills. Diploma in Anaesthesia (DA). Current certificate of ATLS/ACLS. Completion of FCA Part 1. Advanced computer literacy skills (MS Office: Word, Excel, and PowerPoint), especially in MS Office, with appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations.
<u>DUTIES</u>	:	(key result areas/ outputs): Supervision in theatre/ICU and management of theatre lists/staff, especially after hours. Provision of safe anaesthetic care to patients. Pre-op assessment of patients & advice to surgeons regarding workup. Post-operative analgesia & recovery of patients from anaesthesia.

	Learn the art and science of anaesthesia practice & ICU Medicine. Learn critical skills required by an anaesthetist. Involvement in research/audits relating to anaesthesia, intensive care and pain management. Intensive Care Therapy. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics.
<u>ENQUIRIES</u>	: Prof G Nethathe, email: gladness.nethathe@uct.ac.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines." Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital.
<u>CLOSING DATE</u>	: 16 October 2026, 17:00 PM
<u>POST 35/257</u>	: <u>REGISTRAR (MEDICAL) (FAMILY MEDICINE)</u> (4-Year Contract) West Coast District
<u>SALARY</u>	: Grade 1: R 1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE</u>	: Swartland Hospital, Swartland Sub-District
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirements of the job: A valid (code B/EB) driver's license. Willingness to work overtime. Commuted overtime is compulsory. Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills. Good interpersonal and time-management skills. Previous experience in South African Health Services.
<u>DUTIES</u>	: (key result areas/outputs): Clinical service provision, including participating in community-orientated primary care activities. Participate in the Teaching program, including in-service capacity building of staff and supervision of health sciences students. Research and Professional Development (incl. completion of MMED mini dissertation). Effective Clinical Administration in patient records and patient reports as part of the leadership and clinical governance activities.
<u>ENQUIRIES</u>	: Dr G Hendricks, tel. no. (022) 487-9200
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar ship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disabilities are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduate students with the Stellenbosch University for Swartland District Hospital according to the requirements for the discipline in the yearbook and guidelines. It should be noted that advertised post is 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>CLOSING DATE</u>	:	16 October 2026, 17:00PM
<u>POST 35/258</u>	:	<u>PHARMACY SUPERVISOR GRADE 1 (2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Elsies River CHC and Kraaifontein CHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with South African Pharmacy Council. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to be registered as Responsible Pharmacist and as a tutor with the SAPC on appointment. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication and conflict handling skills. Computer literacy.
<u>DUTIES</u>	:	Take leadership in the pharmacy to establish a value driven pharmacy service and implement policies and guidelines in keeping with the Batho Pele, SAPC and National Drug policy and National and Provincial treatment guidelines. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Manage, assess and monitor compliance w.r.t. Good Pharmacy Practice, Ideal Clinic and National Core Standards. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Human Resource Management which includes tutoring of Pharmacist's Assistants as well as development of pharmacy staff.
<u>ENQUIRIES</u>	:	Ms. T. Parker Tel No: (021) 815-8876
<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 35/259</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (X2 POSTS)</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
<u>CENTRE</u>	:	Delft CHC

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A Valid driver's license. Willingness to travel and perform relief duties when required. A Valid Basic Life Support certificate and Advance Cardiac Life Support certificate. Competencies (knowledge/skills): Experience in general medical and surgical conditions on PHC level. Experience of South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Computer literacy (MS Excel, Word, Outlook, etc.) and good interpersonal, organisational, and teamwork skills. Provide outreach services to clinics throughout the Northern/Tygerberg Sub-District, guiding health care colleagues in managing difficult PHC cases.
<u>DUTIES</u>	:	Practicing cost-effective holistic patient care. Forensic and social service provision. Effective management and utilization of physical and financial resources and Clinical governance. Training and development. Effective data management. Quality of Care and Code of Conduct.
<u>ENQUIRIES</u>	:	Dr. C Richards Tel No: (021) 954-2237
<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 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) Shortlisted candidates will be subjected to a written/practical and oral assessment.
<u>POST 35/260</u>	:	<u>FACILITY MANAGER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R932 292 per annum
<u>CENTRE</u>	:	Hanover Park Community Health Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in a managerial position in a NGO, private organisation or the state sector. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the Sub-structure to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Leadership abilities within health management experience. Good interpersonal and people management skills. Knowledge of Public Health Sector regulations, legislation and policies, Corporate services, Supply chain management, Human Resource and Labour Relations management. Computer literacy.
<u>DUTIES</u>	:	Management of a Primary Health Care service (including community-based services) and Community Orientated Primary Care (COPC) within the Klipfontein geographic area. Strategic, operational planning and coordination and management of the service for the designated geographic area. Sound Financial, Supply Chain and Human Resource management including Staff Performance management system and Labour relations. Quality management,

		Occupational Health and Safety and Infection control prevention in the primary health care service within the designated geographic area. Manage the relevant community and other appropriate stakeholder engagements, liaison and networking.
<u>ENQUIRIES</u>	:	Ms P Van Niekerk Tel No: (021) 370-5008
<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 35/261</u>	:	<u>COUNSELLOR GRADE 1 TO 3 (MENTAL HEALTH)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R741 102 per annum Grade 2: R844 128 per annum Grade 3: R953 094 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Bergriver Sub-District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Registered Councillor. Registration with a professional council: Registration with the HPCSA as a Registered Councillor. Experience: Grade 1: None after registration with the Health Professions Council of South Africa as a Registered Councillor. Grade 2: A minimum of 8 years appropriate experience as a Councillor after registration with Health Professional Council (HPCSA) as Counsellor. Grade 3: A minimum of 16 years appropriate experience as a Councillor after registration with Health Professional Council (HPCSA) as Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Ability to communicate. Computer literacy (i.e. MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies and procedures relevant to health programs. Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment. Conceptualisation skills are appropriate for individual and group evidence-based intervention identification and application. Ability to work in a diverse, multi-cultural and inclusive environment.
<u>DUTIES</u>	:	Providing preventative and developmental counselling services and interventions on all systems levels; Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support team. Provide psychoeducation and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Attend regular clinical supervision and form part of the sub-district and district mental health teams. Provide supervision, mentoring and support to lay health workers.
<u>ENQUIRIES</u>	:	Ms M.E Ramokgadi Tel No: (022) 913-3062
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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). 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.

POST 35/262 : **OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALTY: TRAUMA AND EMERGENCY)**

SALARY : R720 819 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Emergency Nursing or Critical Care Nursing (Adult). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate /recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills. Extensive knowledge in General Nursing and the relevant Nursing Speciality including public sector policies and protocols. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

DUTIES : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. -Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research.

ENQUIRIES : Ms R. Sutcliffe Tel No: (021) 404-2092
NOTE : No payment of any kind is required when applying for this post.

POST 35/263 : **OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALTY: ICU)**

SALARY : R720 819 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC, in terms of R212 in Medical and Surgical Nursing Science: Critical Care Nursing (Adult) OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Critical Care Nursing (Adult). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate /recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty.

Inherent requirements of the job: Perform after-hour, weekend and public holiday duties for the department. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills as well as the ability to function independently and as part of the multi-disciplinary team. Good organisational skills and the ability to function under pressure. Knowledge of Nursing legislation related legal and ethical nursing practices and framework, Human Resources, Labour relations legislation and Financial Management, Public sector legislation. Computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

DUTIES : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department; participation and implementation of audits and planned improvement initiatives. Participate in formulation, monitoring and implementation of policies, guidelines, standards, quality improvement initiatives, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research as well as maintaining ethical standards and promote professional development. Night duty allocation as required by department. Deputising for Assistant Manager: Nursing.

ENQUIRIES : Ms R. Sutcliffe Tel No: (021) 404-2092

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

POST 35/264 : **MEDICAL OFFICER GRADE 1 TO 3 (CARDIOTHORACIC SURGERY) (5/8TH)**

SALARY : Grade 1: R650 877 per annum
Grade 2: R742 659 per annum
Grade 3: R859 527 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a 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 a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Sound understanding of cardi thoracic surgical care pathways, referral systems and clinical prioritisation. Understanding of the operational challenges of public sector health care delivery, including equity, governance and service sustainability. Ability to coordinate patient flow between Cardiology and Cardiac Surgery in a structured and clinically appropriate manner. Proficiency in database management and data entry, with the ability to develop and maintain Claris FileMaker databases. Develop SQL databases. Ability to generate reports and interpret data for clinical governance, audit and waiting-list management. Meticulous attention to detail and a systematic approach to clinical record-keeping and data integrity. Strong interpersonal and written communication skills, with the ability to liaise effectively across departments.

DUTIES

Computer literacy, including proficiency in standard office applications and clinical information systems.

: Clinical coordination of patient flow between the Division of Cardiology and the Chris Barnard Division of Cardiothoracic Surgery, including triage, referral management and waiting-list oversight. Contribution to departmental governance and continuous quality improvement initiatives. Facilitation of pre-operative workup and communication between cardiology and surgical teams. Oversight of waiting-list patients including follow-up, risk stratification, escalation and documentation. Attendance at combined cardiology-cardiac surgery meetings and multidisciplinary team (MDT) discussions. Maintenance and updating of the divisional Claris FileMaker patient management database, surgical waiting list and follow-up registry. Maintenance of real-time transplant recipient and donor matching data, accessible on a 24/7 basis. Data quality assurance, integrity checks and generation of reports for clinical governance, audit, morbidity and mortality review, and external reporting. Participation in combined cardiology-cardiac surgery meetings, multidisciplinary team discussions, and departmental governance meetings and M&M's. Daily attendance during working hours to maintain patient flow coordination and database operations. Availability to ensure real-time transplant recipient and donor matching data is accessible and current at all times.

ENQUIRIES NOTE

: Prof T Pennel, Email: tim.pennel@uct.ac.za

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

POST 35/265

: **MEDICAL OFFICER GRADE 1 TO 3 (PSYCHIATRY) (5/8TH)**
Chief Directorate: Metro Health Services

SALARY

: Grade 1: R650 877 per annum
Grade 2: R742 659 per annum
Grade 3: R859 527 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS

: New Somerset 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. Inherent requirements of the job: Applicants must be willing to provide after-hours emergency service on a duty roster. Willingness to participate in after hour duties – including weekends and public holidays. Competencies (knowledge/skills): Clinical experience in a district or regional hospital providing comprehensive psychiatric care. Ability to work in a professional team. Post-internship experience in psychiatry (under onsite supervision of a registered psychiatrist), including clinical experience with completion of MHCA forms. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Completion of /or exemption from South African Community Service. Good interpersonal, administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.

DUTIES : Provide a high-quality clinical service to patients and their families. Supervision of medical interns to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals and students. Informal teaching and training of junior staff in the course of clinical work. Clinical teaching of undergraduate medical students and nurses. Effective and efficient administration of clinical services. Administration of medical officer rosters. Improve professional competence by regular self-learning and reflection with the application of current evidence.

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

POST 35/266 : **CHIEF RADIOGRAPHER GRADE 1 (DIAGNOSTIC: TRAUMA)**

SALARY : Grade 1: R598 260 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. Experience: A minimum of 3 years' relevant experience in Diagnostic Radiography after registration with the Health Professions Council of South Africa (HPCSA). Inherent requirements of the job: Must be able to work with paediatric patients and be prepared to work with patients with acute medical conditions. Rotate through Trauma / CT / fluoroscopy / theatre / mobiles / general x-rays. Participate in the 24-hour service of the department. Competencies (knowledge/skills): The candidate must have thorough knowledge of radiation protection, quality assurance and equipment safety. Full competency in advanced CT scan working independently. Knowledge of paediatric protocols. Computer literacy (MS Windows, Word, Excel, and PowerPoint). Good interpersonal and supervisory skills and knowledge of the Staff Performance Management System. Good organisational, decision-making and conflict resolution skills; understanding of quality assurance and strong commitment to high service standards.

DUTIES : Manage the radiographic service in the Trauma Unit. Manage and perform general radiography, fluoroscopy, mobile radiography, theatre and Lodox. Perform advanced CT imaging as required by the department. Training - Be responsible for staff and student teaching and training. People Management - Manage radiography and support personnel, this includes doing their performance appraisals. Care of Equipment - Ensure quality assurance in the department (all modalities) and the use of suitable radiation protection. Engage with vendors with regards to the maintenance of equipment of all modalities. Provide statistics and report on daily activities and equipment status.

ENQUIRIES : Ms C. Pietersen Tel No: (021) 658-5104
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition

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

<u>POST 35/267</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2: SPECIALTY (OCCUPATIONAL HEALTH & SAFETY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE REQUIREMENTS</u>	:	George Regional Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing (R212). OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Occupational Health Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as 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: A valid driver's licence (Code B/EB) Willingness to work overtime if necessary. Willingness to work flexible hours if necessary. Competencies (knowledge/skills): Knowledge of the ethical and legal framework of the Acts, Regulations, Rules and Governmental Policies that governs Occupation Health and Safety in the Western Cape. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Occupational Health Services. Computer literacy skills (MS Office: Word, Excel, Outlook).
<u>DUTIES</u>	:	Develop, manage and implement an effective Occupational Medical Surveillance Programme in the hospital. Coordinate and manage an effective Occupational Health (OH) Clinical Service for staff. Identification and Mitigation of Occupational Risks in the hospital. Governance, compliance and management of Occupational Health Services. Training, Capacity Building and Occupational Health Awareness.
<u>ENQUIRIES NOTE</u>	:	Ms M Cillie Tel No: (044) 802-4498 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. 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 a postgraduate diploma in the relevant speciality.
<u>POST 35/268</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE REQUIREMENTS</u>	:	PHC Support & Outreach Knysna/Bitou Sub-District Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that

allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). or A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Inherent requirements of the job: A valid driver's licence. Willingness to work overtime when needed. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Competencies: Good psychosocial- and health assessment skills. Knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Knowledge in the use of clinical equipment and control of budget levels. Experience in data management and accurate record keeping of the relevant mental health services.

DUTIES : Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Primary Health Care facilities in the Knysna/Bitou Sub District. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Engage in case management activities such as organising, accessing, negotiating, coordinating and integrating services. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers.

ENQUIRIES : Ms PM Peters Tel No: (044) 302-8400
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post graduate diploma in the relevant specialty.

POST 35/269 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: NEONATAL ICU HIGH CARE; POSTNATAL KMC & NEONATES)**
 Chief Directorate: Rural Health Services

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

CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Child. OR A 4-year bachelor's 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 in Critical Care Nursing: Child. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements.

		Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Neonatology Department.
<u>DUTIES</u>	:	To provide holistic, quality health care and education according to individual needs of patients, family and the community. Effective utilization of Human and Physical Resources. Support Nurse Manager with Staff Supervisory Function. Maintain professional growth/ethical standards and self- development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	:	Ms P Markgraff Tel No: (044) 802-4414
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidate will be subjected to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 35/270</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OPERATING THEATRE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Hope Street Dental CDC, Southern/Western Sub-structure Office
<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 duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-graduate diploma (R635) accredited with the SANC in Peri-operative Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in an Operating Theatre Unit after obtaining the 1-year post-basic qualification or postgraduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to carry small kids. Willingness to work in Operating Theatre and Recovery room. Willingness to assist Dentist in surgery when needed. Valid drivers' licence. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the theatre with regard to emergency and non-emergency operating nursing, as well as day patient care.
<u>DUTIES</u>	:	Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Operating Theatre. Provision of a Quality Dental Service. Periodically supervise and support effective utilisation of Human Resources. Effective Supply Chain, Asset and Data Management. Participate in training and Oral Health Promotion activities. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Support outreach services done.
<u>ENQUIRIES</u>	:	Ms BF Gontsana Tel No: (021) 465-4017
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

applicable to candidates who apply for the first time for registration in the post basic qualification or a postgraduate 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 35/271</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> West Coast Health District
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Piketberg CDC, Bergriver Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse 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 in the specific speciality. Inherent requirements of the job: Valid (Code B/EB/C) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care.
<u>DUTIES</u>	:	Effective execution and assist with the management of relevant Curative Programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with the management of relevant Child Health within the scope of practice and to be and advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with the management of relevant Woman's Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with the management of relevant HAST programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care.
<u>ENQUIRIES</u>	:	Ms ME Ramokgadi Tel No: (022) 913-3062
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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 35/272</u>	:	<u>BED MANAGER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R487 197 annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: A health-related qualification at NQF level 7 that allows registration with the Health Professions Council of South Africa (HPCSA) and/or South African Nursing Council (SANC) and/or South African Pharmacy Council (SAPC). Experience: Appropriate experience as a health professional in a hospital setting. Appropriate experience in Bed Management processes and administration is recommended. Inherent requirements of the job: Valid Code B/EB driver's license. Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint, and Outlook). Knowledge and insight of relevant legislation and policy related to bed management with the public sector. Ability to promote quality patient care through the setting, implementation, and monitoring of standards, Ability to function independently as well as part of a multi-disciplinary team. Proven effective communication, interpersonal relationship, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.
<u>DUTIES</u>	:	Responsible to lead, guide, support and develop the patient flow management of Mitchells Plain Hospital. Apply efficient information management processes relating to bed management activities utilizing current health information management systems. Participate in training and development of staff and in research activities. Utilize and manage resources with a focus on cost containment. Manage, monitor, evaluate and report on bed management related quality assurance activities and programs.
<u>ENQUIRIES</u>	:	Dr J Marszalek Tel No: (021) 377- 4779
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 35/273</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: Grade 1: None after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the as a Diagnostic Radiographer in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Will be required to perform after-hours and night duties, including weekends and Public Holidays. Competencies (knowledge/skills): Knowledge and experience of theatre, mobile, fluoroscopy and general radiography, computerised tomography and magnetic resonance imaging. Appropriate experience in a busy general department with knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Knowledge of Patient Archiving and Communication Systems. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills, the ability to work under pressure and independently and in a team.
<u>DUTIES</u>	:	Provide support to the Chief and Assistant Director regarding day to day activities. Identify and perform the most appropriate diagnostic images of high quality, be responsible for self-development as well as training of staff and students. Ensure optimal care of equipment, quality assurance and use of suitable radiation protection. Be responsible for the provision of a patient-centred radiographic imaging service over a 24-hour period, including risk management.
<u>ENQUIRIES</u>	:	Ms N Behardien-Peters Tel No: (021) 404-4187

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>POST 35/274</u>	:	<u>STATION MANAGER GRADE 3 TO 6 (RESCUE)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	Grade 3: R413 199 per annum Grade 4: R499 311 per annum Grade 5: R584 604 per annum Grade 6: R649 260 per annum
<u>CENTRE REQUIREMENTS</u>	:	Emergency Medical Services, Rescue Services, Overberg District Minimum educational qualification: Grade 3: Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Grade 4: Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). Grade 5: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 6: Successful completion of the B-Tech Degree that allows registration with the HPCSA as a Emergency Care Practitioner (ECP). Registration with a professional council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Valid Code 10 Professional driver's permit. Physical and mental fitness as an Emergency Services practitioner. Valid code C1 driver's license. Current registration as an AEA, ECT, CCA or ECP. 12 Rescue Technician Modules. Competencies (knowledge/skills): Excellent knowledge of all 12 rescue modules and levels of emergency care rescue protocols. Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills.
<u>DUTIES</u>	:	Manage pre-hospital Emergency Medical Rescue Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency rescue vehicles and rescue equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing. Effective support to the District Manager and act in management capacity when required.
<u>ENQUIRIES</u>	:	Mr R. Botha Tel No: (044) 8052524
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 35/275</u>	:	<u>PHYSIOTHERAPIST GRADE 1 TO 3</u>
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a professional council: Registration with the HPCSA as a Physiotherapist. Experience: Grade 1: None after registration with the HPCSA in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA a Physiotherapist 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 a Physiotherapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Ability to work after hours for ERAS (Enhanced Recovery After Surgery) calls. Willingness to work overtime. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures. Good problem solving, interpersonal and communication skills. Appropriate, clinical experience as a Physiotherapist in an acute and specialist/tertiary hospital setting. Ability to supervise undergraduate students in a tertiary setting. Ability to work independently. Ability to work within MDT. Ability to problem solve, organise and prioritise patient treatments/discharge plans. Ability to work under extreme pressure. Computer literacy.
<u>DUTIES</u>	:	Assess and treat patients in Trauma, Oncology, Maternity, Neurology, Neurosurgery, Orthopaedic, Acute Spinal Cord Injuries, OPD, Medical, Surgical, Cardiothoracic wards as well as High Care and Intensive Care units associated with these wards. Be responsible for administration related to patient care as well as departmental administration. Management of assets in allocated work area. Assist in the clinical teaching/supervision of undergraduate students.
<u>ENQUIRIES</u>	:	Ms CK Davids Tel No: (021) 404-4408
<u>NOTE</u>	:	No payment of any kind is required when applying for these posts. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>POST 35/276</u>	:	<u>SENIOR PERSONNEL PRACTITIONER</u> Directorate: People Strategy Sub- directorate: Organisational Dynamics and Remuneration, Component: Organisational Evaluation and Assessment
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Head Office, Bellville Health Park
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate tertiary qualification in Human Resource/ People Management, Organisational Development, Industrial Psychology, or related field (NQF 6). Experience: Relevant experience in organisational design, job evaluation, or PM operations. Competencies (knowledge /skills): Knowledge of public sector PM frameworks, policies, and procedures as well as Establishment Administration. Working knowledge of PERSAL, staff establishments and organisational structures. Excellent (verbal and written) communication skills. Numeracy and mathematical skills. Strong analytical and problem-solving skills. Project coordination and organisational skills. Effective communication and interpersonal abilities. Ability to work under pressure and manage multiple priorities. Attention to detail and report-writing skills. Computer literacy (MS Office Suite).

<u>DUTIES</u>	:	Organisation design support. Project Coordination and Implementation. Job Evaluation coordination and Organisational Analysis. Stakeholder Engagement. Capacity Building and Knowledge Transfer.
<u>ENQUIRIES</u>	:	Mr. TBR Petersen, email: (theodore.petersen@westerncape.gov.za)
<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 35/277</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent. Experience: Appropriate knowledge and experience in Information Management. Appropriate experience that focuses on the Key Performance Areas (KPA's) of the post. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Willingness to work overtime when required. Competencies (knowledge/skills): Advanced computer literacy skills (MS Office: Word, Excel, and PowerPoint) especially in MS Office with good numerical and analytical skills to support the compilation, interpretation and analysis of reports. Highly developed understanding of information technology, i.e. familiar with health information systems like: SINJANI, DHIS, Clinicom, ECCR, and ECM (Electronic Content Management). Good Numerical and analytical skills wrt technical knowledge, report writing and data management skills. Good knowledge of monitoring and evaluation of performance, National and Provincial Information Management policies, data, processes and standard operating procedures. Good leadership, interpersonal and communication (verbal and written English) skills. Presentation Skills.
<u>DUTIES</u>	:	Assist with the operational planning and project management within the component Support development and implementation of information policies, data collection tools, definitions, standard operating procedures etc according to NDOH and Provincial requirements. Monitor and evaluate compliance to Information Management processes, policies and systems. Provide health management reports and data quality reports Liaise with and provide support and feedback (written and verbal) reports to health data providers verifying, validating and maintain accurate health data. Respond to ad hoc data queries and requests. Submit complete data timeously to the Department. Ensure good quality data, compliance and adherence to legislative target dates. Monthly Presentation of Data to Management Conduct data audits throughout the data trail. Test and report on new or enhanced information systems. Act as system controller for ECCR, Clinicom and ECM
<u>ENQUIRIES</u>	:	Mr. N Sitonga Tel No: (021) 360-4281
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 35/278</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING (X2 POSTS)</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate three-year National Diploma/Degree in Accounting/Auditing. Experience: Appropriate experience in an accounting environment and preparation of financial statements. Inherent requirements of the job: A valid code B/EB driver's licence and willingness to travel. Competencies (knowledge/skills): Extensive knowledge of the compilation of Financial Statements. Advanced computer literacy in Microsoft Office applications (Excel spreadsheets, report writing and drafting of Word documents, MS PowerPoint presentations), Analytical and presentation skills. Working experience of International Financial Reporting Standards (IFRS) and/or International Standards on Auditing. Knowledge of Modified Cash Standard (MCS) and/or Generally Recognised Accounting. Practice (GRAP) Standards. Knowledge of BAS, LOGIS and completed SAICA articles or similar.
<u>DUTIES</u>	:	Responsible for the review and consolidation of financial inputs used in the compilation of Annual and Interim Financial Statements (AFS/IFS) of the Department of Health. Maintain Head Office disclosure notes Audit File. Analyse and advise on changes to the Modified Cash Standards, Accounting Manual for Departments and departmental policies and delegations relating to relevant disclosure notes linked to operations. and verify monthly Disclosure

		Note Reporting. Compile and develop procedures and policies iro internal controls and AFS/IFS requirements. Answering Audit enquiries. Human Resource Management and Monitoring.
<u>ENQUIRIES</u>	:	Ms L Mars Tel No: (021) 483-4209
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 35/279</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (FEES)</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in a Hospital Fees environment including Hospital Information Systems. Experience that focuses on the KRA's of the post. Appropriate supervisory experience. inherent requirements of the job: Willing to relief colleagues in areas. Competencies (knowledge/skills): Knowledge of Budget. Computer literacy (MS Word, Excel, Power Point). Good Interpersonal and Labour Relations abilities. Good Managing Skills. Sound knowledge of Hospital Fees Memorandum Chapter 18, HIS (Clinicom/AR), UPFS, PFMA and Treasury Instructions.
<u>DUTIES</u>	:	Ensure all Revenue monthly Targets are received monthly from Medical Aids, other 3rd parties and self-funded patients to reach year-end target. Ensure crediting of all payments are done on the BAS System as well as Billing system. Ensuring all Reporting functions are timeously met. Manage and provide support to areas with regards to Revenue Collection. Monitor balancing between the BAS. Manage and provide support to areas with regards to Revenue Generation. Staff are managed appropriately in terms of HR policies.
<u>ENQUIRIES</u>	:	Mr MA Khan Tel No: (021) 404-3264
<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 35/280</u>	:	<u>PRINCIPAL PERSONNEL OFFICER (EMPLOYEE SOURCING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Southern/Western Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate experience in all Employee Benefits practices. Appropriate experience of PERSAL and Personnel management. Competencies (knowledge/skills): Computer skills MS Office packages (Word, Excel, PowerPoint), Outlook and PERSAL. Ability to execute duties accurately and thoroughly. Good interpersonal and problem-solving skills.
<u>DUTIES</u>	:	Support the Senior Personnel Practitioner with the management of all Human Resource related functions within the PM department. Handle appointments, service terminations, salary administration and general service conditions, audit of leave and personnel files, debt management, pension administration and management of pay sheets. Administer Commuted Overtime and other service benefits within the Southern / Western Sub-structure. Approval of PERSAL transactions. Handle personnel enquires and correspondence (written and verbal). Training and development of sub-ordinates. Manage the Staff Performance Management System (SPMS) process for Sub-ordinates. Assist staff, supervisor, management and members of the public with regard to Human Resource and Personnel Matters.
<u>ENQUIRIES</u>	:	Ms M Ganief Tel No: (021) 202-0962
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to written /practical and oral assessments.
<u>POST 35/281</u>	:	<u>ADMINISTRATIVE OFFICER: BUSINESS DEVELOPMENT ANALYST (PUBLIC-PRIVATE INITIATIVES)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Clinical Service Improvement
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma (NQF Level 6) / Degree (NQF Level 7) or equivalent qualification. Experience: Appropriate experience in PPI's/PPP's, Project Management and Support. Inherent requirement of the job: A valid driver's licence. Willingness to travel. Competencies (knowledge /skills): Advanced computer proficiency in MS

		Word, Excel and Office. Ability to co-operatively with colleagues and stakeholders at all levels of authority but also to work independently. Ability to work under pressure. Strategic thinking, presentation, analytical and logical thinking skills. Excellent writing, reporting and research skills. A need to understand and have practiced both the numerical and business competencies that are required to do the job.
<u>DUTIES</u>	:	Assist in the compilation and technical assistance for reports, projects and proposals required for Department submission. Assist with the development of policies, guidelines, protocols and tools necessary to guide resources forecasting, prioritisation, implementation and monitoring. Assist with research, data analysis (both financial and statistical) and the interpretation thereof. Conduct regular situational analyses in respect of both the PPI's sub-Directorate and the Clinical Service Improvement Directorate. Assist with ADHOC matters not yet defined as a project or with other research and administrative work not encompassed above but which directly is aligned to the functioning of the PPI's sub-Directorate and the CSI Directorate.
<u>ENQUIRIES</u>	:	Ms AJ Wilde Tel No: (021) 826-5748
<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 35/282</u>	:	<u>INDUSTRIAL TECHNICIAN PRODUCTION (CLINICAL ENGINEERING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate National Diploma in Electrical Engineering – Light current (T-or N- or S – Stream) or registration as Engineering Technician in terms of the Engineering Professions of South Africa Act, (Act 46 of 2000). Experience: Appropriate experience with repair and maintenance of clinical equipment or proven experience in medical equipment maintenance. Inherent requirements of the job: A valid (Code B/EB) drivers' licence. Perform standby duties and willing to work afterhours. Competencies (knowledge/skills): The ability to perform, manage and supervise the repair of Health Technology equipment. Ability to read circuit diagrams, fault-finding abilities on electronic medical equipment. Ability to compile technical specifications for Health Technology equipment. Ability to manage, plan and organise maintenance schedules. Possess accurate technical ability and insight to solve problems.
<u>DUTIES</u>	:	Manage and carry out clinical maintenance, repairs, routine inspection and evaluation of electronic, respiratory and anaesthetic equipment. General administrative duties as required i.e. Write reports, specifications and record keeping of departmental activities. Ensure a high standard of service delivery by engaging with clients and perform optimally in the workplace by self-managing. Train various staff and hospital personnel. Candidate must attend meetings and be able to communicate effectively with hospital staff and private sector employees. Ensure compliance with the Occupational Health and Safety Act. Adhere to all legal requirements, protocols and procedures.
<u>ENQUIRIES</u>	:	Mr. N Bavuma Tel No: (021) 360 4705
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 35/283</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Office of the Chief Director: Metro Health Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate experience in Human Resource Development. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Basic computer literacy. Good communication and interpersonal skills. Knowledge of the human resource prescripts in the Public Service.
<u>DUTIES</u>	:	Effective and efficient Human Resource Development skills in administration of i.e. Bursaries, EPWP project, AET etc. Effective administrative support to the MHS: Human Resource Development Section. Coordination, development and implementation of the Workplace Skills plan/ annual training report and the quarterly report. Draft correspondence, filing and maintenance of records.

		Render administration support in respect of training inventions. Capture of data and maintenance of databases. Handle telephonic and written enquiries.
<u>ENQUIRIES</u>	:	Mr XP Nyangaza Tel No: (021) 815-8690
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 35/284</u>	:	<u>SYSTEM ADMINISTRATOR</u> Directorate: People Development
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate Diploma/Degree qualification (NQF level 6) or higher in the following fields: Information Technology, Computer Science, Information Systems or a related field focusing on E-learning/Systems Administration. Experience: Appropriate experience in training, development, and e-learning system administration. Appropriate experience working with Moodle or similar Learning Management Systems (LMS). Appropriate experience in Instructional Design and digital content creation. Appropriate experience engaging internal/external stakeholders and delivering system reports. Inherent requirement of the job: Valid driver's license and willingness to travel. Willing to work irregular hours when required. Competencies (knowledge /skills): Strong technical knowledge of Learner Management Systems (LMS) and e-learning support. Excellent project management, organizational, and planning skills. Proficiency in MS Office Suite (Word, Excel, PowerPoint, Teams, SharePoint). Strong analytical skills with the ability to produce accurate, data-driven system reports. Excellent written and verbal communication skills paired with problem-solving capabilities.
<u>DUTIES</u>	:	Maintain the Learning Management System, manage system access, provide help desk support, and resolve system-related queries. Create, develop, and monitor digital content for the MyLearn application, ensuring alignment with departmental values. Supervise content creators and facilitators while engaging with subject matter experts to meet online training objectives. Collaborate with management to define platform strategies/policies, and provide quarterly reports on user activity, completion rates, and system challenges. Liaise actively with various stakeholders such as the People Development Centre, the Online Academy, and other relevant internal role players.
<u>ENQUIRIES</u>	:	Mr A Thorne Tel No: (021) 483-5917
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 35/285</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Office of the Chief Director: Metro Health Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (Grade 12) or equivalent qualification. Experience: Appropriate experience in information management, data administration, records administration, reporting or office administration. Appropriate experience in collecting, validating, analysing and presenting information using spreadsheets, reports, graphs and presentations. Appropriate experience supporting users on information systems, digital platforms or business applications. Appropriate experience in healthcare information systems. Inherent requirements of the job: Valid (Code B) driver's licence. Willingness to travel between Department of Health and Wellness facilities across Metro Health Services to conduct system support, asset verification and service support visits when required. Willingness to work overtime when operationally required and authorised. Ability to maintain confidentiality and ensure responsible management of information, records and user access permissions. Competencies (knowledge/skills): Good analytical, organisational and problem-solving skills. Sound information management, reporting and data quality skills. Advanced computer literacy with strong Microsoft Excel skills and the ability to prepare dashboards, reports and presentations. Knowledge of Microsoft 365 applications including Word, Excel, PowerPoint, Teams and SharePoint. Knowledge of Microsoft Power Platform technologies including Power BI, Power Apps and Power Automate. Ability to provide first-line systems administration and digital support. Ability to provide first-line IT support and troubleshoot common hardware, software and connectivity issues. Knowledge of asset administration, records management

	and audit requirements. Strong customer service orientation and the ability to work independently and within a multidisciplinary team.
<u>DUTIES</u>	: Collect, collate, validate, analyse and present corporate information and management information products for Metro Health Services. Compile routine and ad hoc reports, dashboards, graphs, presentations and other decision-support products. Support the administration of designated business systems, including user account administration, user support, access management, system testing, user onboarding and training activities. Support key identified systems such as SWIMS, SPV and other approved systems. Develop and maintain approved digital solutions using Microsoft Excel, Power BI, Power Apps, Power Automate, Forms and SharePoint to improve business processes and reporting. Provide first-line Information Technology and end-user support relating to computers, laptops, monitors, printers, peripherals, approved software and connectivity issues. Record, track and escalate incidents where required. -Provide meeting-room, boardroom and audio-visual support, including support for Microsoft Teams meetings, hybrid meeting environments and presentation technologies. Maintain Information Technology asset registers, support device allocation and verification processes, administer DITCOM applications and manage ICT consumables and related administrative processes. Support allocated Metro East or Metro West portfolios while providing cross-cover and support across Metro Health Services where required.
<u>ENQUIRIES</u>	: Mr D Hopkins, email: donovan.hopkins@westerncape.gov.za
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>POST 35/286</u>	: <u>PARAMEDIC GRADE 1 TO 4</u> Emergency and Clinical Support Services
<u>SALARY</u>	: Grade 1: R334 227 per annum Grade 2: R413 199 per annum Grade 3: R506 496 per annum Grade 4: R593 079 per annum
<u>CENTRE</u>	: Emergency Medical Services, West Coast
<u>REQUIREMENTS</u>	: Minimum educational qualification: Grade 1: Successful completion of the Critical Care Assistant (CCA) programmes that allows registration with the Health Professions Council of South Africa (HPCSA) as Paramedic. Grade 2: Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. Grade 3: Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Grade 4: Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Registration with a professional council: Grade 1: Registration with the HPCSA as Paramedic (CCA). Grade 2: Registration with the HPCSA as Paramedic with CCA or National Diploma. Grade 3: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Grade 4: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: Grade 1: None after registration with the HPCSA as Paramedic (CCA). Grade 2: 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP–None. Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirements of the job: Physical and mental fitness. Valid code C1 driver's license. Valid professional driver's permit (PrDP). Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills.
<u>DUTIES</u>	: Lead the development and implementation of comprehensive quality improvement frameworks to ensure consistent, high-standard emergency care

delivery from roadside to bedside. Establish and maintain robust clinical governance structures, including incident reporting systems, adverse event management, and patient safety protocols. Monitor and evaluate clinical performance against established emergency response timeframes and quality benchmarks across all service platforms. Coordinate systematic collection and analysis of patient feedback, complaints, compliments, and clinical outcomes to drive service improvements. Provide strategic clinical leadership and mentorship to prehospital emergency care providers across all levels of service delivery. Collaborate with multidisciplinary teams to develop evidence-based clinical protocols, care pathways, and operational guidelines. Design and facilitate continuous professional development programs, including clinical coaching, skills enhancement, and competency assessments. Establish clinical oversight mechanisms to support real-time decision-making and maintain clinical excellence standards. Design, implement, and evaluate targeted quality improvement initiatives based on current evidence, best practices, and local contextual needs. Coordinate cross-functional quality improvement projects involving clinical, operational, and administrative stakeholders. Establish data-driven performance monitoring systems to track clinical outcomes, response times, and service effectiveness. Lead root cause analysis processes for clinical incidents and develop corrective action plans to prevent recurrence. Uphold and promote patient-centred care principles throughout all emergency medical service operations. Ensure compliance with regulatory requirements, professional standards, and organisational policies across geographic and clinical service platforms. Develop and maintain clinical standards, protocols, and quality metrics that align with national emergency medical service guidelines. Provide clinical expertise and leadership input for strategic planning and service development initiatives. Facilitate effective communication and collaboration between clinical teams, management, and external healthcare partners. Represent the organisation in clinical governance forums, quality improvement networks, and professional development initiatives. Maintain relationships with regulatory bodies, healthcare institutions, and community stakeholders to support integrated emergency care delivery. Prepare and present clinical performance reports, quality improvement outcomes, and strategic recommendations to senior leadership.

**ENQUIRIES
NOTE**

: Dr. Naseef Abdullah @ Naseef.abdullah@westerncape.gov.za or 0637801864.
: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 35/287

: **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (6/8TH POST)**

SALARY

: Grade 1: R309 840 (6/8th) per annum
Grade 2: R361 875 (6/8th) per annum
Grade 3: R423 618 (6/8th) per annum

**CENTRE
REQUIREMENTS**

: Tygerberg Hospital
: Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapist. Registration with a professional council: Registration with the HPCSA as Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA as Occupational Therapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as 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 Occupational Therapist in respect of RSA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as 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 Occupational Therapist in respect of RSA qualified employees. A minimum of 21 years relevant experience after

		registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Excellent clinical skills in the areas of physical rehabilitation in Amputations, Orthopedics, Trauma, Internal Medicine. Computer literacy. Wheelchair assessment, prescription and provision. Splinting skills. Sound knowledge of relevant provincial and national legislation. Good interpersonal, organizational, and planning abilities. Able to work well within a team and cope with the demands of a high pressure, fast paced working environment.
<u>DUTIES</u>	:	The successful candidate will be required to deliver an effective and efficient occupational therapy service in the above-mentioned clinical areas that may include (but is not limited to) the following: Conducting comprehensive assessments and occupation-based treatment mostly in the areas of Amputations, Orthopedics, Trauma, Internal Medicine, but to cover in other areas as requested, as per operational requirements. Performing basic to intermediate level wheelchair assessments and seating for wheelchair users. Fabrication and prescription of various upper and lower limb splints. Prescribing assistive technology for relevant medical conditions. Executing appropriate discharge plans in accordance with departmental procedures. Independent case management through attendance of ward- rounds and multi-disciplinary meetings (where applicable). Contribute to the progress and development of the clinical area Contribute to management of physical resources in Occupational Therapy Department. Provision of OT student training.
<u>ENQUIRIES</u>	:	Ms S Ngemntu Tel No: (021) 938-5062
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Occupational Therapist with the relevant council (including individuals who must apply for change in registration status).
<u>POST 35/288</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)</u>
<u>SALARY</u>	:	Grade A: R253 341 per annum Grade B: R297 249 per annum Grade C: R345 342 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate in Carpentry. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence. Willingness to be available after hours and perform standby duties. Competencies (knowledge/skills): Good communication skills. Computer literate. Knowledge of the Occupational Health and Safety Act, 1993 and its relevant regulations.
<u>DUTIES</u>	:	Render assistance including departmental budgeting and procurement expenditure control. Supervise, train, develop junior staff and other HR related duties including evaluation reports of staff. Assist with the upkeep of a database of servicing and inspection of all plant, equipment and machinery. Do maintenance and repairs to plant, hospital services and equipment. Plan and design new installations and alterations attend to emergencies/standby duties and give technical advice. Assist in compiling specifications and await tenders and ensure compliance with stores regulations. Determine best utilisation of materials and to requisition materials accordingly.
<u>ENQUIRIES</u>	:	Mr P Sishuba Tel No: (021) 938- 6100
<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 35/289</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R253 341 per annum

		Grade 2: R297 249 per annum Grade 3: R345 342 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Perform standby duties and work overtime when required. A valid driver's license (Code B/EB). Competencies (knowledge/skills): Computer literacy. Learn and comply with in-house systems and procedures. Good communication skills (verbal and written). High tension knowledge. Knowledge of the Occupational Health and Safety Act, 1993 and its relevant regulations.
<u>DUTIES</u>	:	Check, maintain, install and repair hospital electrical equipment. Attend to emergency electrical failures or problems. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for the necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to supervisor on service and maintenance issues. Exercise control over tools and materials.
<u>ENQUIRIES</u>	:	Mr K Mgcodo Tel No: (021) 404-6251
<u>NOTE</u>	:	No payment of any kind is required when applying for these posts.
<u>POST 35/290</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (AIR CONDITIONING / REFRIGERATION) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R253 341 per annum Grade 2: R297 249 per annum Grade 3: R345 342 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Appropriate Trade Test Certificate in the field. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Perform after hour repairs and standby duties. Competencies (knowledge/skills): Ability to do welding work. Good communication skills (verbal and written). Basic knowledge of refrigeration control circuits. Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85 of 1993).
<u>DUTIES</u>	:	Repair and maintenance of air-conditioning and refrigeration systems including screw chillers refrigerators, air ducts, coils, various refrigeration compressors, heat-pump, VRV air-conditioning system, Daikin chillers, Hepa filters and reciprocating plants. Inspect equipment and installations. Assist Artisan Foreman with administration, planning and schedules. Control over tools and materials. Training and develop staff. Perform standby duties when necessary. Learn and comply with in-house systems and procedures.
<u>ENQUIRIES</u>	:	Mr K Mgcodo Tel No: (021) 404-6251
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 35/291</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (PLUMBING) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R253 341 per annum Grade 2: R297 249 per annum Grade 3: R345 342 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: An appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least s34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid vehicle driver's license. Perform standby duties and work overtime when required. Competencies (knowledge/skills): Computer literacy. Learn and comply with in-house systems

		and procedures. Knowledge of the Occupational Health and Safety Act, 1993 and its relevant regulations.
<u>DUTIES</u>	:	Repair and install systems in the plumbing field. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for the necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to supervisor on service and maintenance issues. Exercise control over tools and materials. Learn and comply with in-house systems and procedures. Attend to emergency breakdowns after hours and stand in when Artisan foreman is off duty.
<u>ENQUIRIES</u>	:	Mr. K Mgcodo Tel No: (021) 404-6251
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 35/292</u>	:	<u>ADMINISTRATION CLERK: SUPPORT SERVICES</u> Directorate: Facilities Management (Lentegeur Laundry)
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in general administration functions and the accurate collection and capturing of statistics. Competencies (knowledge /skills): Computer literacy in MS Word and Excel. Good written and communication skills. Ability to work under pressure and to meet deadlines.
<u>DUTIES</u>	:	Provide an administration function to the linen bank (soil sorting and clean area). Render support to manager/s at meetings. Provide secretarial and receptionist support service to manager/s. Adhoc administration functions.
<u>ENQUIRIES</u>	:	Mr V Jooste Tel No: (021) 200-0196
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 35/293</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and /or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate asset management experience. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury regulations and Policies. Good interpersonal and communication skills. Computer literacy (MS Office: Excel, word and PowerPoint).
<u>DUTIES</u>	:	Partake in the annual asset count and adhoc inspections. Disposal of redundant, obsolete and unserviceable items in accordance with policies. Barcoding and tracking of all assets. Updating and maintenance of the asset register with regard to equipment purchased, donated, transfers and disposals. Assist with the implementation of relevant asset management policies.
<u>ENQUIRIES</u>	:	Ms N Kula, email nyameka.kula@westerncape.gov.za
<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 35/294</u>	:	<u>ADMINISTRATION CLERK: FINANCE/FEES (REVENUE)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Fees/Revenue related environment. Competencies (knowledge/skills): Strong sense of confidentiality. Good interpersonal and communication skills. Computer literacy. Knowledge of BAS, AR, HIS, Clinicom, PFMA, Finance Instructions. Knowledge of procedures on how to handle state monies. Knowledge of journal capturing/petty cash processes and refunds procedures.
<u>DUTIES</u>	:	Keeping state monies locked in the safe at all times. Issue petty cash and refund from petty cash when required to do so. Cashier duties including proper

		hand over when taking over from another cashier. Credit patients accounts on AR. Capture receipts on BAS/journals capturing.
<u>ENQUIRIES</u>	:	Ms Z Qokoqa Tel No: (021) 404-2207
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to attend a practical test.
<u>POST 35/295</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN</u> Directorate: Management Accounting
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Admin/Finance Support in a Healthcare environment or Revenue Generation. Inherent requirement of the job: Willingness to travel and spend periods away from the office. Valid (Code B/EB) driver's licence. Competencies (knowledge /skills): Good computer skills (Excel/Word/PowerPoint/Outlook). High level of numeracy (Accountancy) skills and interpretation of reports. Excellent interpersonal and communication skills (written and verbal). Good communication and people's skills. Planning and organising skills.
<u>DUTIES</u>	:	Provide General Administrative Support to the component. Draft correspondence, monitor generic email inboxes, and maintain efficient digital filing records. Track submissions for Approval, manage the asset register and quarterly verifications, and process staff leave records for People Management. Provide financial admin support. Process petty cash requests, source quotes, place orders, and capture requisitions on the Logis system. Arrange staff travel and accommodation, monitor invoices for SCM, process journals on BAS and handle queries. Assist with the compiling and submitting of all finance related reports. Assist in preparing documents required for internal and external audits. Ensure effective communication. Monitor incoming calls and emails of the deputy director, acknowledging receipt and responding to emails. Managing the diary of the deputy director, co-ordinating appointments and Microsoft Teams meetings. Provide operational support. Co-ordinate workshops and meetings reserving and setting up venues with audiovisual equipment, arranging catering and invite the relevant staff. Act as committee clerk to record, draft, and distribute meeting agendas and minutes.
<u>ENQUIRIES</u>	:	Mr. A van Driel Tel No: (021) 483-3297/ Mr. M Schultz Tel No: (021) 483-4678
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 35/296</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCES MANAGEMENT</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Cape Medical Depot
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12 Senior Certificate (or Equivalent). Experience: Appropriate experience in Human Resources. Inherent requirements of the job: Valid driver's license. Willingness to travel and work overtime when required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook, and Teams). Ability to work independently as well as in a team. Good interpersonal and communication skills. Good organising and numerical skills. Sound knowledge of HRM Policies and practices, Public Service Act, Public Service Regulations, Collective Agreements regarding personnel and salary administration. Knowledge of PERSAL.
<u>DUTIES</u>	:	Perform all administrative duties pertaining personnel administrative and salary administration functions. Ensure correct application of Human Resource. Maintenance of effective record keeping systems and assist with registers. Provide an effective support function to Supervisor. Perform all administrative duties pertaining Recruitment and Selection.
<u>ENQUIRIES</u>	:	Ms. C Buthelezi Tel No: (021) 483-8804
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. All short-listed candidates may undergo a competency test.
<u>POST 35/297</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (THEATRE AND GENERAL WARD) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R229 440 per annum

	Grade 2: R272 778 per annum
	Grade 3: R319 071 per annum
<u>CENTRE REQUIREMENTS</u>	: Karl Bremer Hospital
	: Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willing to rotate in other wards when required. Willingness to work night duty, weekends, public holidays and overtime. Competencies (knowledge/skills): Knowledge of Nursing care processes. Ability to function in a team. Good interpersonal and communication skills both written and verbally.
<u>DUTIES</u>	: Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES NOTE</u>	: Mr MF Fortuin-Ntetha Tel No: (021) 918-1279
	: No payment of any kind is required when applying for this post.
<u>POST 35/298</u>	: <u>ARTISAN ASSISTANT (CARPENTRY)</u>
<u>SALARY</u>	: R201 093 per annum
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum educational qualification: Grade 10 Certificate or (or equivalent). Experience: Appropriate experience in carpentry. Inherent requirements of the job: Ability to lift, move and handle heavy power-tools. Competencies (knowledge/skills): Ability to plan ahead (pro-active) and work independently as well as in a team. Good communication skills (verbal and written). Knowledge in joinery and machining in carpentry field. Adherence to the Occupational Health and Safety Act, 1993 and its relevant regulations.
<u>DUTIES</u>	: Assist in ordering and controlling the workshop, materials and tools. Complete and return repair requisitions and keep record of all repairs and perform the necessary administrative functions. Assist Artisans and Artisan Foreman in the performance of their duties. Maintain and repair hospital furniture and equipment. Assist with the execution of carpentry projects/repairs and maintenance at hospital.
<u>ENQUIRIES NOTE</u>	: Mr. A.K Mgcodo Tel No: (021) 404-6208 or Mr. E Orgill Tel No: (021) 404-6251
	: No payment of any kind is required when applying for these posts.
<u>POST 35/299</u>	: <u>HOUSEKEEPING SUPERVISOR (X5 POSTS)</u>
<u>SALARY</u>	: R201 093 per annum
<u>CENTRE</u>	: Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate housekeeping experience in a hospital environment. Appropriate supervisory experience. Inherent requirements of the job: Ability to perform physical tasks, e.g. lifting heavy equipment. Willingness to work shifts, weekends and public holidays, including night shift when the need arises. Good written and verbal communication skills. Competencies (knowledge/skills): Supervisory skills and optimal utilisation of sub-ordinates. Ability to perform routine structured tasks. Ability to adhere to safety standards, including Infection Prevention Control. Ability to do hospital hygiene audits. Understanding of hospital waste management, linen management, catering and time management.
<u>DUTIES</u>	: (key result areas/outputs): Supervise, co-ordinate, control and inspect the duties of the Household Aids. Assist household staff with their duties when staff shortages occur. Do scheduling of housekeeping duty registers. Ensure the correct segregation and removal of different types of waste in the wards. Maintain a high standard of hygiene and tidiness in the unit/institution. Order and control stock and kitchen/cleaning equipment. Ensure proper linen sorting and Linen management in the wards. Render support to the nursing department and none nursing personnel at ward level. Render support to the Support Services unit. Adhere to the Code of Conduct and display the core values of the Department of Health: Western Cape Government in the execution of duties. Maintain self-development.
<u>ENQUIRIES</u>	: Ms CB Johnson Tel No: (021) 938-5327

<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 35/300</u>	:	<u>HOUSEKEEPING SUPERVISOR (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning, linen and housekeeping experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Willingness to work overtime and relief duties in other wards to ensure effective provision of services. Competencies (knowledge/skills): Proper working knowledge of all cleaning and housekeeping policies, protocols, procedures and good work ethics. Good interpersonal, organising and decision-making skills. Knowledge of safety and hygiene standards. Knowledge of inventory/stock control. Ability to work in a team and independently. Computer literacy (Microsoft Word and Excel).
<u>DUTIES</u>	:	Responsible for overall control, organizing, performing and coordinating tasks related to food, linen and hygiene services. Ensure the control of cleaning, sorting, counting, unpacking and wash/sluice linen and patient clothing. Effective management with regard to ordering, utilization, control of cleaning, household items and equipment. Responsible for record-keeping and compilation of reports. Coordination of the provision of effective training appropriate to service delivery. Effectively manage the utilisation and supervision of resources as well related HR matters.
<u>ENQUIRIES</u>	:	Mr Z Sobekwa Tel No: (021) 440-3203
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 35/301</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (GENERAL 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</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a professional council: Registration with 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: Willing to rotate in other wards when required. Willingness to work shifts (day and night), weekends, public holidays and overtime. Competencies (knowledge/skills): Good Interpersonal and communication skills. Ability to work independently, but also as a part of a team.
<u>DUTIES</u>	:	Assist patients with activities of daily living which includes patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintaining professional growth/ethical standards and self-development and record keeping.
<u>ENQUIRIES</u>	:	Mr. MF Fortuin-Ntetha Tel No: (021) 918 1276
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 35/302</u>	:	<u>OPERATOR (PNEUMATIC TUBE STATION)</u>
<u>SALARY</u>	:	R170 226 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience in a pneumatic tube station environment. Inherent requirements of the job: Willingness to work shifts and ability to report for duty 06:30 (weekends included). Competencies (knowledge/skills): Knowledge of the Tube distribution service. Good communication skills (written and verbal).

<u>DUTIES</u>	:	Responsible for the operational function of the Pneumatic Tube System, the dispatch of tubes and telephonic queries/ requests. Responsible for reporting defective specimens. Responsible for transporting specimens from various laboratories. Responsible for receipt/ dispatch of specimens, postal forms, medical reports and other related documents.
<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 35/303</u>	:	<u>TRADESMAN AID BUILDING (CARPENTRY)</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	R170 226 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in the building environment. Inherent requirements of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Willingness to work overtime. Willingness to rotate between the building workshops. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills. Good communication skills. Sound Knowledge of mainly in Building related trades. Basic knowledge of Building Regulations. Adherence to the Occupational Health and Safety Act, 1993 and its relevant regulations.
<u>DUTIES</u>	:	Carry out minor maintenance tasks. Assist with the installation of plant, equipment and alterations. Ensure that tools and material are available when needed. Ensure areas in workshop /s and working environment is clear of obstructions and cleaned daily. Assist the Artisans in the execution of their duties as per Breakdown below. Control over tools and materials. Mainly Carpentry Plumbing, Painting and Building trades related duties. Maintenance and repairs by painting, glazing, skimming installations of Drywalls, ceilings and spray- painting of equipment at Hospital buildings. Repairs and Service of infrastructure equipment at Facilities, according to standards and relevant regulations. Occasional Support in Carpentry Plumbing Painting and Building Departments. Take control of Job cards assigned. Assist the Artisan Foreman / Artisan in certain duties assigned. Emergency breakdowns (including afterhours repairs). Planning and décor of new installations and alterations.
<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.
<u>POST 35/304</u>	:	<u>TRADESMAN AID</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R170 226 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum requirements of the job: Grade 10 or equivalent. Experience: Appropriate experience within maintenance field. Appropriate experience with workshop tools. Inherent requirements of the job: Willingness to be on stand-by. Willingness to work overtime. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools parts and materials. Good interpersonal skills. Ability to speak effectively in at least two of the three official languages of the Western Cape. Knowledge of Occupational Health and Safety.
<u>DUTIES</u>	:	Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after hours' repairs). Assist with the installation of plants, 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>	:	Mr. N Bavuma Tel No: (021) 360-4705
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 35/305</u>	:	<u>HOUSEHOLD AID (X2 POSTS)</u> West Coast Health District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate cleaning experience within a health environment. Experience in

		working with customers/people. Inherent requirements of the job: Ability to do physical hard work and stand for long hours. Willingness to relieve in other departments when required. Willingness to work shifts, weekends, night-duty and overtime. Competencies (knowledge/skills): Good interpersonal skills. Good verbal and written communication skills. Appropriate knowledge of the use of cleaning equipment, materials and detergents and the management of stock.
<u>DUTIES</u>	:	Renders effective, efficient and safe hygiene and domestic services in the Hospital. Contributes to effective management of domestic responsibilities. Contributes to effective utilization and functioning of apparatus, equipment and stock. Adheres to loyal service ethics.
<u>ENQUIRIES</u>	:	Mr WA Phillipus Tel No: (027) 213-2038
<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 35/306</u>	:	<u>HOUSEHOLD AID</u> Overberg District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Hermanus Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in the field of cleaning services and infection control within a health facility. Inherent requirements of the job: Physically able to be on feet for long hours and lift and move heavy objects and supplies. Ability to operate industrial machinery and equipment used in hospital cleaning services. Willingness to work shifts, including night duty, weekends, public holidays and perform overtime when required. Competencies (knowledge/skills): Good interpersonal skills. Ability to accept accountability and responsibility and to work independently and as part of a team. Knowledge of the correct methods of handling and disposals of domestic refuse and medical waste products. Knowledge of cleaning principles and infection prevention control.
<u>DUTIES</u>	:	Deliver a high standard of cleanliness and hygiene within the hospital to prevent the spread of infection by adhering to infection prevention and control policies. Managing resources efficiently through the correct usage, ordering and safekeeping of equipment, materials and cleaning solutions. Render an effective and efficient linen management and food services support functions. Render an effective and efficient waste management services to ensure the correct and safe handling of all types of waste, including domestic, medical and anatomical. Provide optimal support to the supervisor and colleagues and adhering to policies and prescripts.
<u>ENQUIRIES</u>	:	Mr T De Wet Tel No: (028) 312-1166
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 35/307</u>	:	<u>HOUSEHOLD AID (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	West Coast TB Centre (Sonstraal Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate / recognisable experience in cleaning, linen management and handling of food. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Incumbent must have the ability to mix cleaning fluids, count and calculate linen supply. Read diet lists. Good planning, organizational and interpersonal skills.
<u>DUTIES</u>	:	Renders effective, efficient and safe hygiene in wards. Serving of meals and refreshment. Handling and removal of waste. Support to Supervisor. Effective utilization of resources.
<u>ENQUIRIES</u>	:	Ms N Liebenberg Tel No: (021) 837-8088
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 35/308</u>	:	<u>GENERAL WORKER: STORES</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R144 024 per annum

<u>CENTRE</u>	:	Cape Medical Depot
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in a stores / warehouse environment. Inherent requirements of the job: Incumbent must be able and strong enough to lift heavy boxes. Incumbent must be able to operate loaded pallet jacks within normal limits. Willingness to undergo training to operate a Hyster/forklift. Willingness to work overtime when required. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work independently and in a team. Good interpersonal and communication skills.
<u>DUTIES</u>	:	Effective and efficient receiving of stock orders from the bulk store into Dispatch. Move goods to and from different sections via a pallet jack using a goods lift or forklift/ hyster. Pack stock in boxes according to standards. Adherence to warehouse housekeeping standards.
<u>ENQUIRIES</u>	:	Ms C Buthelezi Tel No: (021) 483-8804
<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 35/309</u>	:	<u>LAUNDRY AID (X5 POSTS)</u> Directorate: Facility Management (Laundry Services: Tygerberg Laundry and Lentegour Laundry)
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Head office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate Laundry and Linen experience in a Central Laundry setting. Inherent requirement of the job: Physically fit to do manual labour.
<u>DUTIES</u>	:	Washing, drying, folding and ironing. Assist with the mixing of chemicals. Load and unload washing machines and tumble dryers. Monitor quality of work. Empty soiled linen bags for sorting, counting, sealing and stacking of linen bags for dispatching. Assist with the preparation of linen for the ironers and folding area. Keep work area clean.
<u>ENQUIRIES</u>	:	Mr V Jooste Tel No: (021) 200-0196
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 35/310</u>	:	<u>FOOD SERVICE AID</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 large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Good communication skills.
<u>DUTIES</u>	:	Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.
<u>ENQUIRIES</u>	:	Ms R Keyser Tel No: (021) 938-4135
<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 35/311</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (OPHTHALMOLOGY) (SESSIONAL) (5 HOURS PER WEEK)</u> (Contract Till 31 March 2029) Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R671 per hour Grade 2: R766 per hour Grade 3: R887 per hour
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a

	Medical Specialist in Ophthalmology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Ophthalmology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Ophthalmology. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Ophthalmology. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Ophthalmology. Inherent requirements of the job: Valid Driver's licence. Competencies (knowledge/skills): Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Tertiary knowledge and skills in the field of Trauma and Emergency Ophthalmology Surgery as well as district level elective Ophthalmology. Appropriate experience in Ophthalmologic surgery as the primary surgeon and treating specialist.
<u>DUTIES</u>	: Provide specialist outpatient care to patients requiring services within the domain of ophthalmology. Provide specialist care in ROP screening of neonates. Provide surgical service to patients from New Somerset Hospital at Eerste Rivier Hospital for designated Ophthalmology lists. Provide outreach or support to surrounding District Hospitals that refers patients to New Somerset Hospital.
<u>ENQUIRIES</u>	: Dr H Bougaard Tel No: (021) 402-6183 (New Somerset Hospital)
<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). "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 35/312</u>	: <u>CLEANER: EMS (SESSIONAL) (10 HOURS PER WEEK) (X7 POSTS)</u> (Contract till 31 March 2027) Emergency Medical Services (Chief Directorate: Emergency and Clinical Services Support)
<u>SALARY</u>	: R94.86 per hour
<u>CENTRE</u>	: EMS Cape Winelands Stations: Montagu EMS Overberg Stations: Caledon MS West Coast Stations: Vredendal, Vredenburg and Porterville EMS Garden Route Stations: Grootbrak and George (Communications, Rescue Base and Fleet)
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience as a Cleaner in a hospital/health facility environment. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning machinery and household equipment. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Good interpersonal skills.
<u>DUTIES</u>	: Cleaning of all offices, common areas, kitchens and ablution facilities of the facility, including deep cleaning and detailed cleaning tasks. Provide a clean, safe, and hygienic environment to prevent injuries and the spread of infection which includes sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment e.g., polishing and scrubbing machines, mops, brooms, buckets etc. are clean after usage and securely stored. Ensure removal of waste from building daily. Notify management of deficiencies or repairs required. Provide relief services according to the needs of the service.

- ENQUIRIES** :
- EMS Winelands District Office - Mr I. Naidoo Tel No: (023) 346-6000 / Ms A. Botha Tel No: (023) 346-6022
 EMS Overberg District Office – Ms Y Avontuur Tel No: (028) 312-3219 / Mr M Jacobs Tel No: (028) 284-9100
 EMS West Coast District Office – Mr E. Pedro Tel No: (022) 433-8853 / Ms S. Andrew Tel No: (022) 433-8853
 EMS Garden Route District Office - Mr J Jansen Tel No: (044) 802-2517 / Ms L. Jacobs Tel No: (044) 802-2521
 EMS Rural Operations Office - Mr L Nankoo Tel No: (044) 802-2515/Ms L Fortuin Tel No: (023) 007-0046
- NOTE** :
- Emergency Medical Services is offering Sessional Cleaner Contracts to the successful candidates who reside within close proximity of the locations as stipulated above and meets the criteria as set above. Applicants will undergo an oral interview and a practical assessment. Candidates may be required to undergo a practical assessment.

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** :
- 19 October 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 35/313** :
- DEPUTY DIRECTOR: DEPARTMENTAL COMMUNICATION REF NO: DOI 74/2026**
- SALARY** :
- R932 292 per annum (Level 11), (all-inclusive salary package)
- CENTRE** :
- Department of Infrastructure, Western Cape Government.
- REQUIREMENTS** :
- A qualification at NQF level 6 (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; Planning and organising; Financial management; People management; Communication (written and oral); Relationship management; Presentation; Report writing; Project management and administration; Motivational; Facilitation.
<u>DUTIES</u>	:	Operationally manage the Departmental communications service level agreement with the Department of the Premier (DotP) Corporate Communications Unit (Corporate Services); Manage the Departmental media liaison service; Manage and plan the provision of language and translation services; People Management; Financial Management; Plan and manage the work of and account for the overall performance of the Sub-directorate.
<u>ENQUIRIES</u>	:	Mr J Bakker Tel No: (021) 483 8513
<u>POST 35/314</u>	:	<u>PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL):</u> <u>ENGINEERING SERVICES REF NO: DOI 66/2025 R3</u>
<u>SALARY</u>	:	Grade A: R879 342 - R938 061 per annum Grade B: R990 669 - R1 067 235 per annum Grade C: R1 127 100 - R1 323 267 per annum (Salary will be determined based on post registration experience as per OSD prescript).
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government Electrical Engineering Degree (B Eng/BSc (Eng) or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Working knowledge of the following: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Technical report writing; Creating high-performance culture; Professional judgement; Networking. Skills in the following: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy (MS Office); Planning and organising; Conflict management; Problem solving and analysis; People Management; Change Management; Innovation.
<u>DUTIES</u>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; and Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; and Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; and Liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Ms C Skillicorn Tel No: (021) 483 4605
<u>POST 35/315</u>	:	<u>ENGINEERING TECHNICIAN (MECHANICAL PRODUCTION LEVEL):</u> <u>HEALTH INFRASTRUCTURE REF NO: DOI 73/2026</u>
<u>SALARY</u>	:	Grade A: R407 337 - R435 066 per annum, (Salary will be determined based on post registration experience as per OSD prescribed).
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government

<u>REQUIREMENTS</u>	:	National Diploma in Mechanical Engineering or relevant qualification; Three years post-qualification technical (Mechanical Engineering) experience; Compulsory registration with ECSA as an Engineering Technician; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Teamwork; Creativity; customer focus and responsiveness; Communication (written and verbal); Computer skills; People management; Planning and organising; Change management; People management.
<u>DUTIES</u>	:	Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
<u>ENQUIRIES</u>	:	Mr E du Plooy at Etienne.duPlooy@westerncape.gov.za

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>	:	19 October 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 35/316</u>	:	<u>DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS (IGR) REF NO: LG 28/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate NQF level 6 (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.. 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; Audit.
<u>DUTIES</u>	:	Develop and manage the Intergovernmental Relations Unit; Provide forums, processes and mechanisms for the maintenance of sound inter-and intra-governmental relations; Monitor the effective and efficient functioning of IGR structures within District municipalities; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Ms Abigail Robinson Tel No: (021) 483 5106/8396
<u>POST 35/317</u>	:	<u>DEPUTY DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING REF NO: LG 42/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Public Administration or an appropriate diploma (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; Municipal Systems Act (32 of 2000), Municipal Structures Act (117 of 1998), Regulations on Appointment and Conditions of Employment of Senior Managers (GN21, GG37245, 17 January 2014), Disciplinary Regulations for Senior Managers (GN344, GG34213, 21 April 2011); 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; Constitutional legislative an inter-governmental dispersion in South Africa; COGTA prescribed reporting procedures and national and provincial directives; Financial and administrative system and procedures of municipalities; Programmes and project planning and management; Council and political dynamics; n-depth knowledge of Local Government Legislation. Skills in the following: Analytical thinking; Conflict management; Organisational; Budgeting; Information system and data base interrogation; Negotiations; Written and verbal communication; Interpret annual financial statements; Analyse municipal budgets and financial management systems; Numeracy; Computer Literacy; Language; Project Management Accounting/ Finance/ Audit; Ability to analyse data with a view to make assumptions and forecast.
<u>DUTIES</u>	:	Manage and Coordinate the Annual Municipal Performance Report in terms of Section 47 of the Municipal Systems Act; Collect, Validate and evaluate municipal data and information relating to municipal compliance reports; Prepare recommendations for municipal support and interventions; Manage

		and analyse trends in municipal compliance through municipal monitoring and execute follow up research arising from municipal trend reports; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management and Financial Management.
<u>ENQUIRIES</u>	:	Ms J Bruinjies Tel No: (021) 829 0556
<u>POST 35/318</u>	:	<u>ASSISTANT DIRECTOR: RISK REDUCTION PLANNING (TYGERBERG)</u> <u>REF NO: LG 29/2026</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09).
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Working knowledge and understanding of the following: Disaster Management Act (Act 57 of 2002) and related policies and guidelines; Disaster management systems and procedures as applied in all three spheres of government with the focus on disaster risk reduction; 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; Disaster risk reduction; Data management; Crisis management; Communication skills (written and verbal).
<u>DUTIES</u>	:	Coordinate the implementation and maintenance of an integrated early warning system; Support the implementation of special interventions for priority and secondary hazards; Provide technical support for the implementation and maintenance of early warnings, interventions and risk information systems; Managerial functions.
<u>ENQUIRIES</u>	:	Ms Awongiwe Mabutya Tel No: (021) 937 6353
<u>POST 35/319</u>	:	<u>ASSISTANT DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING REF NO: LG 32/2026</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Public Administration or an appropriate diploma; A minimum of 3 years' relevant experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Municipal Systems Act (32 of 2000), Municipal Structures Act (117 of 1998), Regulations on Appointment and Conditions of Employment of Senior Managers (GN21, GG37245, 17 January 2014), Disciplinary Regulations for Senior Managers (GN344, GG34213, 21 April 2011); 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; Constitutional legislative an inter-governmental dispersion in South Africa.; COGTA prescribed reporting procedures and national and provincial directives; Financial and administrative system and procedures of municipalities; Programmes and project planning and management; Council and political dynamics; In-depth knowledge of Local Government Legislation. Skills in the following: Analyse municipal budgets and financial management systems; Numeracy; Computer Literacy; Language skills; Project Management; Accounting/ Finance/ Audit; Analytical thinking skills Conflict management; Organisational; Budgeting; Information system and data base interrogation; Negotiations; Written and verbal communication; Ability to analyse data with a view to make assumptions and forecast; Ability to interpret annual financial statements.
<u>DUTIES</u>	:	Coordinate the draft annual Municipal Performance report in terms of section 47 of the Municipal Systems Act; Collect, validate and evaluate municipal data & information relating to municipal compliance reports; Develop and submit recommendations for municipal support, capacity-building initiatives, and appropriate interventions; Analyse trends in municipal compliance through municipal monitoring and execute follow up research arising from municipal trend reports; Managerial functions.
<u>ENQUIRIES</u>	:	Ms J Bruninjes Tel No: (021) 829 0556
<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 35/320</u>	:	<u>COMMUNITY DEVELOPMENT WORKER: REGION A (HOUT BAY) REF NO: LG 30/2026</u>
<u>SALARY</u>	:	R280 278 - R330 162 per annum (Level 06)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
<u>DUTIES</u>	:	Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES</u>	:	Mr M Bell Tel No: (021) 483 3039
<u>POST 35/321</u>	:	<u>COMMUNITY DEVELOPMENT WORKER: REGION A (KHAYELITSHA) REF NO: LG 31/2026</u>
<u>SALARY</u>	:	R280 278 - R330 162 per annum (Level 06)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
<u>DUTIES</u>	:	Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services

		rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES</u>	:	Mr M Bell Tel No: (021) 483 3039
<u>POST 35/322</u>	:	<u>COMMUNITY DEVELOPMENT WORKER: REGION B (LAINGSBURG) REF NO: LG 33/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 - R330 162 per annum (Level 06)
	:	Department of Local Government, Western Cape Government
	:	Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
<u>DUTIES</u>	:	Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES</u>	:	Mr M Bell Tel No: (021) 483 3039
<u>POST 35/323</u>	:	<u>COMMUNITY DEVELOPMENT WORKER: REGION B (MALMESBURY) REF NO: LG 34/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 - R330 162 per annum (Level 06)
	:	Department of Local Government, Western Cape Government
	:	Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
<u>DUTIES</u>	:	Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES</u>	:	Mr M Bell Tel No: (021) 483 3039
<u>POST 35/324</u>	:	<u>COMMUNITY DEVELOPMENT WORKER: REGION B (MOSSEL BAY, D'ALMELDA) REF NO: LG 35/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 - R330 162 per annum (Level 06)
	:	Department of Local Government, Western Cape Government
	:	Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
<u>DUTIES</u>	:	Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service

		delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES</u>	:	Mr M Bell Tel No: (021) 483 3039
<u>POST 35/325</u>	:	<u>COMMUNITY DEVELOPMENT WORKER: REGION B (NDULL, WITZENBERG MUNICIPALITY) REF NO: LG 36/2026</u>
<u>SALARY</u>	:	R280 278 - R330 162 per annum (Level 06)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
<u>DUTIES</u>	:	Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES</u>	:	Mr M Bell Tel No: (021) 483 3039
<u>POST 35/326</u>	:	<u>COMMUNITY DEVELOPMENT WORKER: REGION B (PAARL EAST, DRAKENSTEIN MUNICIPALITY) REF NO: LG 37/2026</u>
<u>SALARY</u>	:	R280 278 - R330 162 per annum (Level 06)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
<u>DUTIES</u>	:	Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES</u>	:	Mr M Bell Tel No: (021) 483 3039
<u>POST 35/327</u>	:	<u>COMMUNITY DEVELOPMENT WORKER: REGION B (PRINCE ALBERT) REF NO: LG 38/2026</u>
<u>SALARY</u>	:	R280 278 - R330 162 per annum (Level 06)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
<u>DUTIES</u>	:	Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and

		communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES</u>	:	Mr M Bell Tel No: (021) 483 3039
<u>POST 35/328</u>	:	<u>COMMUNITY DEVELOPMENT WORKER: REGION A (BONTEHEUWEL), REF NO. LG 39/2026</u>
<u>SALARY</u>	:	R280 278 - R330 162 per annum (Level 06)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
<u>DUTIES</u>	:	Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES</u>	:	Mr M Bell Tel No: (021) 483 3039
<u>POST 35/329</u>	:	<u>COMMUNITY DEVELOPMENT WORKER: REGION B (DORING BAY) REF NO: LG 40/2026</u>
<u>SALARY</u>	:	R280 278 - R330 162 per annum (Level 06)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
<u>DUTIES</u>	:	Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES</u>	:	Mr M Bell Tel No: (021) 483 3039
<u>POST 35/330</u>	:	<u>COMMUNITY DEVELOPMENT WORKER: REGION B (ZWELETHEMBA, WORCESTER) REF NO: LG 41/2026</u>
<u>SALARY</u>	:	R280 278 - R330 162 per annum (Level 06)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 35/331 : **COMMUNITY DEVELOPMENT WORKER: REGION A (STRANDFONTEIN)**
REF NO: LG 44/2026

SALARY : R280 278 - R330 162 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 certificate or equivalent (NQF level 4). Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery. Skills in the following: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Inform and assist communities in the Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities or existing local community workers aimed at improved service delivery; Compile report and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date regarding all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 35/332 : **ADMINISTRATION CLERK: DISASTER RISK REDUCTION (TYGERBERG)**
REF NO: LG 43/2026

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

DUTIES : To provide administrative support to the Directorate; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

ENQUIRIES : Mr N Rylands Tel No: (021) 937 6309

POLICE OVERSIGHT AND COMMUNITY SAFETY

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

CLOSING DATE : 19 October 2026

NOTE : Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary

records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates 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 35/333</u>	:	<u>DIRECTOR: CRIME PREVENTION CENTRE REF NO: POCS 18/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Police Oversight and Community Safety, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant middle/senior management experience on a strategic level in a public/ security/ safety environment or related. Competencies: Knowledge of the following: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Proven knowledge and understanding of programme and project management; Proven knowledge and understanding of procurement and tendering processes; Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes; Proven knowledge and understanding of modern systems of governance and administration; Proven knowledge and understanding of public service procedures, processes and systems; Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Proven knowledge and understanding of public finance, human resources and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Proven knowledge and understanding of the functioning of the Province and the activities of sister departments; Proven

DUTIES

knowledge and understanding of the policies of the government of the day; Proven knowledge and understanding of Labour Relations legislation and regulations; Proven knowledge and understanding of performance management in general. Skills: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting/ Finance/ Audit; Strategic Planning. Core Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment Financial Management.

: Line Management: Strategic management, advice and guidance in respect of the following functional areas: Render an institutional support and project coordination service: Lead and oversee the management (including resourcing i.t.o budget, HR, etc) of crime prevention projects within the Directorate. Strategically manage the provision of institutional support i.t.o ensuring that policies are developed and aligned to the provincial and national priorities; Strategically manage the provision of input into: Business units' action plans developed for execution of strategic priorities; Business units' business plans to ensure that it aligns with the strategic plan of the department and Western Cape Government (WCG). Coordinate crime prevention programmes: Drive the programme coordination i.t.o whether targets are met, monitoring of the budget spend, whether there is alignment with provincial and national priorities, etc. Render a project support service for the coordination of the Integrated Crime and Violence Prevention Strategy (ICVPS) Framework: Ensure that the parameters of the framework is complied with and that implementation is aligned to the national and provincial priorities; Ensure the provision of input into the annual reporting of business units in respect of the implementation of the framework. Manage the process of safety training and development to community structures: Drive the coordination of safety training and development in respect of approving funding and overseeing contracts. Manage escalations relating to non-performance of partners. 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 A Dissel at Amanda.Dissel@westerncape.gov.za

OTHER POSTS

POST 35/334 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: POCS 15/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS : An appropriate qualification at NQF level 6 (equivalent or higher); 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 finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting / Finance / Audit; Budgeting and Financial Management; Communication and Information Management; Continuous Improvement; Citizen Focus and Responsiveness; Diversity Management; Impact and Influence; Planning and Organising; Problem Solving and Decision Making.

DUTIES : Manage the functional operation of the Contract and Demand Management; Manage the functional operation of Acquisition Management; Manage the functional operation Logistics, Disposal and Asset Management; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management; Financial Management.

ENQUIRIES : Mr M Frizlar Tel No: (021) 483 6442
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.

POST 35/335 : **CHIEF SECURITY OFFICER: PHYSICAL PROTECTION REF NO: POCS 09/2026 (X4 POSTS)**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); PSIRA registration minimum Grade B; 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: 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.

DUTIES

: 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.

ENQUIRIES

: Mr D Samuels at Denzil.samuels@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.

POST 35/336

: **SENIOR ADMINISTRATIVE OFFICER: SAFETY PLANNING REF NO: POCS 14/2026**

SALARY

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

CENTRE

: Police Oversight and Community Safety, Western Cape Government

REQUIREMENTS

: A qualification at NQF level 6 (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; 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); Communication (written and verbal); Strategic planning; Facilitation; Organisation building; Problem-solving; Report writing; Negotiation; Motivational; Monitoring and evaluation; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Provide support in terms of office records, and information management activities to support effective service delivery; Provide administrative, research and project implementation support for the Policing Needs and Priorities programme in the Western Cape; Provide support with advocacy activities related to the Policing Needs and Priorities Programme; Managerial/Supervisory functions.
<u>ENQUIRIES</u>	:	Ms Amanda Dissel Tel No: (021) 483 4301
<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>POST 35/337</u>	:	<u>PERSONAL ASSISTANT: CRIME PREVENTION CENTRE REF NO: POCS 17/2026</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Police Oversight and Community Safety, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: Filing and diary system; Database administration; Financial administration; Legislative framework governing the public service; OHS Act and procedures. Skills in the following: 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; Typing and preparing legal correspondence and relevant documentation; Basic conceptual, interpretive and formulation skills.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the manager; Render administrative support services to the manager; Provide support to the senior manager regarding meetings; Support the manager with the administration of the manager's budget; Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms Thumeka Lamani Tel No: (021) 483 4936
<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.

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>	:	19 October 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 35/338</u>	:	<u>DIRECTOR: PROVINCIAL FORENSIC SERVICES REF NO: DOTP 98/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Competencies: Knowledge of the following: Proven senior management expertise and practical experience in: Legislation and Governance: Deep understanding of modern systems of governance and public administration, including a thorough understanding of the constitutional, legal and institutional frameworks governing the South African public sector, and the application thereof in the Western Cape Government spatial information priorities. Regulatory Frameworks: The Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Labour Relations legislation, and related financial prescripts, directives and collective agreements, with demonstrated ability to ensure compliance, risk management, and sound governance and Data Governance Frameworks. Strategic Management: Policy development, strategic planning, monitoring, and evaluation and review of processes aligned with provincial priorities and government outcomes. Financial Management: Public finance management, procurement and tendering processes, and human resource and discourse management. People and Performance Management: Comprehensive experience in human resource management, team leadership and performance systems to drive accountability and results. Operational Systems: Public service procedures, performance management systems, and information and knowledge management systems, enabling efficient operations, evidence-based decision-making and continuous improvement. Programme and Project Management: End-to-end programme and project management, including planning, implementation, oversight, reporting and risk mitigation to achieve strategic and operational targets. Contextual Awareness: Strong understanding of global, regional and local political, socio-economic and political dynamics, impacting the functioning of Western Cape and activities of provincial government departments, translating insights into informed strategic advice. Service Delivery and Innovation: Skilled in operational and knowledge management systems supporting evidence-based decision-making, efficient operations, and continuous improvement. Skills in the following: Effective communication skills. Strong ability to conceptualise, formulate and demonstrate thought leadership in complex applications. Persuasion and influencing abilities. Leadership, team-building and interpersonal skills. Planning, organising, and people management skills. Proven ability to multi-task, manage ambiguity, and perform efficiently in rapidly changing environments.
<u>DUTIES</u>	:	Line Management: Strategic management, advice and guidance in respect of the following functional areas: Drive the compilation and implementation of a reactive forensic services operational plan on an annual basis; Provide input and drive the development and maintenance of the Forensic Services Methodology which is in conformance with best practices; Provide input during the compilation and regular review of the Forensic service's mandate; Contribute to the development and drive implementation of a client relation strategy, which promotes delivery of forensic services; Provide the oversight structures with relevant information based on the result of reactive initiatives for effective discharge of responsibilities (e.g. feedback to SCOPA and regular update of Audit Committees, etc); Develop capacity building interventions for the team; Review and approve the investigation approach, scope and legal compliance of all cases; Assess each reported case to determine merit; Overall supervision, review and guidance of execution of work, ensuring proper investigation methodology and qualitative evidence supporting findings; Review the final reports, ensuring that it is factual based on the evidence and process evaluated; Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Drive the Directorate's strategic planning process; Drive the development and management of the strategic and business plans

for the Directorate; Continuously evaluate the Directorate's performance, proactively report on delivery and emerging risks, adapt plans, and reallocate resources; Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it. People Management and Empowerment: Recruit, develop, and retain staff in appropriate numbers and grades to achieve the Directorate's objectives; Motivate, train, and guide employees to achieve excellence in service delivery; Manage performance, evaluation, and development of staff; Oversee workforce planning, capacity building, and service delivery improvement initiatives; Promote sound labour relations and maintain discipline within the Directorate. Financial Management: Manage participation in the Directorate budgeting process, including Annual and Adjustment Budgets; Assume accountability for efficient, economic, and effective management of the Directorate's budget and expenditure; Ensure adherence to procurement, tender, and contract management requirements; Ensure alignment of expenditure with departmental and strategic objectives.

ENQUIRIES : Ms. H Robson / Adv. R Janse van Rensburg
Henriette.Robson@westerncape.gov.za
Ruthven.Jansevanrensburg@westerncape.gov.za

OTHER POSTS

POST 35/339 : **DIGITAL GOVERNMENT TEAM LEADER: IT PLANNING AND DEVELOPMENT REF NO: DOTP 100/2026**

SALARY : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree; A minimum of 3 years' experience on a middle management level. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Knowledge and understanding of project management; Knowledge of operational management practices; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system; Disciplinary and grievance procedure. Skills: Numeracy; Literacy; Computer Literacy; Language; Project Management; Accounting Finance and Audit. Other: Analytical; Benchmarking; Conceptual, interpretive and formulation; Diagnostic; Facilitation and process consultation; Influencing; Innovative problem-solving; Intervention design; Interviewing; Leadership; Listening; Mentoring and coaching; Motivation; Negotiation; Networking; Planning and organising; Presentation. Research | Team building and strong inter-personal.

DUTIES : Support the development, implementation, and alignment of digital government strategies, implementation plans, and policies; Conduct technology research, and promote and showcase innovation in emerging technologies to inform and enhance policy development; Manage the delivery of digital government initiatives, ensuring completion in accordance with best practices and WCG project management methodologies; Foster collaboration by building and maintaining strong partnerships with national and local government structures, WCG departments, external agencies, Academia, and residents to support co-creation and digital government initiatives; Coordinate and lead feedback campaigns to collate resident impact on digital government initiatives.

ENQUIRIES : Ms. A Basha Tel No: (021) 483 2933
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>POST 35/340</u>	:	<u>PSYCHOMETRIST: PROVINCIAL ASSESSMENT CENTRE REF NO: DOTP 99/2026 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R741 102 - R821 070 per annum, (all-inclusive salary package), (OSD as prescribed)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	Applicable four-year post-school qualification in Psychology, Industrial Psychology or Educational Psychology at NQF 8; Registration as an Independent Psychometrist with the Health Professions Council of South Africa (HPCSA); A valid Code 8 driving licence. Competencies: Knowledge of the following: Health Professions Act, 1974; HPCSA Code of Ethics and Scope of Practice for Psychometrists; Employment Equity Act, 1998; Labour Relations Act, 1995; POPIA, 2013; PAJA, 2000; PAIA, 2000; HPCSA policies and training requirements; classification of psychological tests; SIOPSA code of practice; Continuous Professional Development requirements; Maintenance of professional registration through participation in Continuous Professional Development; Culture and leadership theory and models; organisational performance and organisation development; public management theory and practice; mentoring/coaching; research methods and statistics; statutory public-service framework; Skills in the following: Analytical and critical reasoning; basic numeracy; conceptual and interpretive skills; diagnostic and innovative problem-solving skills; Planning and organising; project management; research skills; proficiency in MS Office and assessment-centre related systems; Strong verbal and written communication, report writing and presentation skills; interviewing and listening skills; Interpersonal, networking, conflict-management, negotiation, persuading and influencing, mentoring and coaching skills.
<u>DUTIES</u>	:	Deliver competency assessment services, including assessment planning, preparation, administration, scoring and processing; Interpret assessment results and provide feedback to panels, individuals and development line managers; Provide psychometric advisory services, expert input and behavioural/assessment-related interventions; Conduct research on psychometric tools and practices, develop psychometric solutions, and compile trend analysis reports; Ensure ethical, professional and legislative compliance in all psychometric activities; Maintain assessment-centre information, records, databases and resources, and contribute to project planning, monitoring, reporting and quality assurance; Contribute to psychometric project planning, implementation, monitoring, reporting and continuous improvement.
<u>ENQUIRIES</u>	:	Ms J Roux at 082 906 5530
<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>POST 35/341</u>	:	<u>ASSISTANT DIRECTOR: TALENT SOURCING REF NO: DOTP 95/2026 (VARIOUS POSTS AVAILABLE)</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An Appropriate 3-year National Diploma (B Degree or Higher qualification) majoring in HRM or in Industrial Psychology with a minimum of 3-years' relevant experience in a Recruitment and Selection environment. A valid code B driving licence. Competencies: General knowledge of various employment laws and practices; In-depth knowledge Recruitment prescripts (legislation and policy documents); The following skills: Excellent interpersonal and coaching; Database development management and reporting; Supervisory; Consultative and effective Problem solving; Effective oral and written communication. Ability to gather and analyse information; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Quality control of all operational work; Project Management control and allocation of tasks; Ensure the publication of advertisements in various media; Facilitate the compilation of advertisements and pre-selection questionnaires and provide training/workshops on Talent Sourcing, e-recruit and reporting; Ensure that bulletins are published as per schedule; Ensure that advertisements are published in DPSA, media and e-recruit platform; Communicate with service providers regarding advertising standards, response handling enquiries, and participate in the creation of specifications; Handling complex inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, competency-based recruitment practices, inclusive of shortlisting, interviewing and verification's (personnel suitability checks) and the appointment decisions, as well as the issuing of employment offers; Facilitate audit processes; Ensure recruitment and selection data integrity and report on any irregularities; Manage staff and report on the unit's performance; Experience with technical recruiting which includes e-Recruit support, competency based recruitment processes and the administrative processes which is associated with these tasks; Advising senior and executive management on the recruitment and selection process and best talent. Proven candidate sourcing skills; Proven experience in complex data management; Direct liaison with media and recruitment agencies w.r.t advertising of vacancies; Supervision of staff; Willingness to work longer hours in line with print media publication times. Consulting with various stakeholders on different management levels.
<u>ENQUIRIES</u>	:	Mr. F Gerber Tel No: (021) 483 6028
<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>POST 35/342</u>	:	<u>ASSISTANT DIRECTOR: DEPARTMENTAL WORK ORGANISATION CAPACITY DEVELOPMENT REF NO: DOTP 13/2026 R1 (VARIOUS POST AVAILABLE)</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Social Sciences / Humanities / Industrial Engineering / Industrial Psychology / Public and Business Management Science or related; A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organisation development; Appropriate job evaluation system; Organisation development theory, practice, and techniques regarding organisation design, process development and improvement and behaviour; Appreciative inquiry; Research methods / statistics (action research, quantitative and qualitative); Project management; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system (SPMS); Disciplinary and grievance procedure; 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; Functioning of the Province and the activities of sister departments/related functional areas. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting finance and audit; Research; Benchmarking; Conceptual, interpretive and formulation; Diagnostic and intervention design; Facilitation and process consultation; Innovative problem-solving; Interviewing and listening; Motivation and negotiation; Mentoring and coaching; Team building and strong inter-personal; Data analysis and interpretation; ICT systems awareness.
<u>DUTIES</u>	:	Deliver departmental work organisation capacity services; Deliver transversal job design services; Deliver on transversal organisation design and alignment; Deliver on transversal service delivery initiatives; Deliver a practice enablement and development service; Managerial Functions.
<u>ENQUIRIES</u>	:	Ms F Raybin at fagmieda.raybin@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>POST 35/343</u>	:	<u>ASSISTANT DIRECTOR: JOB DESIGN AND SERVICE DELIVERY INITIATIVES REF NO: DOTP 15/2026 R1 (VARIOUS POSTS AVAILABLE IN 2 COMPONENTS)</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Social Sciences, Humanities, Industrial Psychology, Industrial Engineering, Public and Business Management Science or related; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence; NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organisation development; Appropriate job evaluation system; Organisation development theory, practice, and techniques regarding organisation design, process development and improvement and behaviour; Appreciative inquiry; Research methods/statistics (action research, quantitative and qualitative); Project management; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system (SPMS); Disciplinary and grievance procedure; 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; Operational management practices; Understanding of the functioning of the Province and the activities of sister departments/related functional areas. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting Finance and Audit; Analytical; Data analysis and interpretation; ICT Systems Awareness; Benchmarking; Conceptual, interpretive and formulation; Diagnostic; Facilitation and process consultation; Innovative problem-solving skills; Interviewing and listening skills; Motivation and negotiation skills; Mentoring and coaching skills; Team building and strong inter-personal skills; Data analysis and interpretation; ICT systems awareness.
<u>DUTIES</u>	:	Deliver departmental work organisation capacity services. (Diagnosing organisational challenges and supporting improvement through organisation design, job design, process improvement and change interventions); Deliver transversal job design services. (Designing and evaluation jobs, applying the prescribed job evaluation system, and ensuring consistent job grading practices across government); Managerial Functions (Planning and managing work, supervising staff, monitoring performance and managing resources in line with governance requirements); Deliver on transversal organisation design and alignment (Designing and aligning organisational structures, mandates and operating models to support strategic priorities and effective service delivery); Deliver on transversal service delivery initiatives (Supporting and coordinating service delivery improvement initiatives, assessments, and reporting linked to provincial and national frameworks); Deliver a practice enablement and development service (Developing and enabling organisation development practice through OD policies, frameworks, methodologies, tools, systems and capability building).
<u>ENQUIRIES</u>	:	Ms N Smith Tel No: (021) 466 9542
<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>POST 35/344</u>	:	<u>FORENSIC CONSULTANT: PROACTIVE FORENSIC REF NO: DOTP 32/2025 R1</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years appropriate experience; A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Legislation and regulations applicable to National, Provincial and Local government; Policies and procedures relating to Provincial and Local government; Fraud risk management strategies and fraud risk assessment techniques; National and Provincial Government legislation, departmental policies and procedures; Fraud Risk Management strategies and fraud risk assessment techniques; Writing scripts for queries to identify and detect possible incidents of fraud in data; Collection, analyses and visualization of large datasets to draw appropriate conclusions; Data analysis abilities; Analysing and problem-solving. Skills needed: Computer literacy in MS Office Package (Word, Excel, and PowerPoint); Good communication (written and verbal); Ability to work independently and as part of a team; Project management.
<u>DUTIES</u>	:	Manage and develop processes aimed at improving strategies for fraud detection and prevention; Contribute to the development/maintenance and implementation of the Western Cape Government Anti-Corruption Strategy, Whistle blowing Policy and any relevant policies and/or strategies; Support the managers: Proactive Forensics with the development and maintenance of the departmental fraud prevention and implementation plans for thirteen provincial departments, including monitoring progress with the implementation of agreed projects as per the fraud prevention and implementation plans; Contribute towards development of fraud and corruption awareness training content, conduct training awareness sessions, and participate in other awareness initiatives; Identify business areas where data analytics projects could be conducted and assist in conducting these projects; Facilitate departmental fraud risk assessments in line with the approved methodology and monitor action plans.
<u>ENQUIRIES</u>	:	Ms P Thaba Tel No: (021) 483 4701
<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>POST 35/345</u>	:	<u>ASSISTANT DIRECTOR: PEOPLE MANAGEMENT RECORDS REF NO: DOTP 59/2026 R1</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); a minimum of 5 years relevant experience in records management within the Public Sector; a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport may also apply. Competencies: Knowledge and understanding of the following: Legislative and governance requirements related to records management, Provincial Archives and Records Service Act and National Archives and Records Service prescripts; Knowledge management principles and practices, retention scheduling and disposal authorisations; legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Project management; operational management practices; Labour Relations legislation and regulations; performance management in general; policy development, and operational management, monitoring and review processes; modern systems of governance and administration; public service procedures, processes and systems.
<u>DUTIES</u>	:	Responsible for the People Management (HR) Registry for all 11 Corporate Service Centre (CSC) client departments: Manage the safe-keeping, storage, retrieval and disposal of all people-management records for the CSC; Establish and maintain an electronic records management system. Management of the archiving/disposal processes. Management of the Document Control unit at the People Management Walk-in Centre. Provide a Messenger/collections/courier service; Plan for and distribute the work allocated to the People Management Registry; review existing, or develop, new procedures for the People Management Registry. Conduct a Risk Analysis for the registry functions. Maintain the registry risk register. Compile and maintain approved records classification system for paper-based and electronic records. Monitor and supervise the quantity and quality of outputs delivered by the registry.
<u>ENQUIRIES</u>	:	Ms H Ward Tel No: (021) 483 5640
<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>POST 35/346</u>	:	<u>HUMAN RESOURCE PRACTITIONER: TALENT SOURCING REF NO: DOTP 96/2026 (VARIOUS POSTS AVAILABLE)</u>
<u>SALARY</u>	:	R413 001 - R586 501 per annum (Level 08)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	Appropriate 3-year National Diploma (B-Degree or Higher qualification) majoring in HRM/ Industrial Psychology/ Human Resources/ Social Sciences / Humanities/ Public and Business Management Science or related field; A minimum of 1 year relevant experience in a Recruitment and Selection environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to

DUTIES

transport, may also apply. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with reference to the: Public Service Regulations, Labour Relations Act (LRA), 66 of 1995, Public Service Act, 1994, Basic Conditions of Employment Act (BCEA) 75 of 1997, other related legislation, Recruitment and Selection processes, Recruitment Systems. Data management. Skills needed: Excellent communication (verbal and written) skills; Consultative skills and effective Problem solving; Networking working with people and ability to meet customer expectations, Computer Literacy, Project management.

Provide capacity building and advice in terms of the recruitment and selection processes. Response handling of applications; Identify, address and resolve recruitment selection delays; Facilitate and advise on the compiling of shortlists; Create competency-based interview questions; Responsible for logistical arrangements for interviews; Finalize interview processes through competency assessments/proficiency tests and nominations; Maintenance of the recruitment and selection database; Execute high standard of quality in all operational work; Dealing with inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, inclusive of shortlisting, interview processes and verification's (personnel suitability checks) and the appointment decision, as well as the issuing of employment offers; Ensure recruitment and selection data integrity and report on any irregularities; Communication across various levels regarding e-recruit processes; Advising Senior and Executive management on the recruitment and selection process and best talent. Administer and maintain the recruitment and selection system and provide a support service. Coordinate recruitment and selection information for reporting and monitoring purposes. Perform supervisory functions.

ENQUIRIES
NOTE

Mr F Gerber Tel No: (021) 483 6028

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.

POST 35/347

HR CLERK: PERFORMANCE ADMINISTRATION REF NO: DOTP 93/2026 (X2 POSTS)

SALARY
CENTRE
REQUIREMENTS

R237 453 - R279 708 per annum (Level 05)

Department of the Premier, Western Cape Government

Senior Certificate (Grade 12 or equivalent qualification). Competencies: Knowledge of the following: Performance Management and Development System (PMDS), and all other performance related Directives, Resolutions; Probation Management; Public Service Act and Regulations; DPSA Performance Management prescripts and frameworks; PERSAL and PERMIS systems; Labour relations principles as they relate to performance; Records management and reporting requirements; WCG governance and compliance requirements. Skills in the following: Numeracy; Literacy; Language; Planning and organisation; Strong administrative and organisational skills; Verbal and written communication skills; Report writing and basic data analysis; Computer literacy (MS Word, Excel, PowerPoint, databases); Attention to detail and

		accuracy; Problem-solving and planning skills; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Responsible for all administrative function related to performance management i.e Administer performance management processes and monitor compliance with performance review and assessment requirements; Administer and monitor employee probation processes; Compile HR reports and maintain accurate employee data records; Provide stakeholder support and facilitate HR-related communication; Perform administrative functions related to the management of PERMIS; Perform necessary administrative functions on PERSAL (capturing of payments and confirmation of probation).
<u>ENQUIRIES</u>	:	Mr BM Buys Tel No: (021) 483 4167
<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>POST 35/348</u>	:	<u>HUMAN RESOURCE DEVELOPMENT CLERK: INTERNSHIPS, BURSARIES AND LEARNERSHIPS REF NO: DOTP 94/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification). 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; Human Resource Development legislation and documentation e.g. Skills Development Act, National Skills Development Strategy, National Human Resource Development, SAQA Act, Skills Development Levies Act, Sectorial plans (relevant to SETA), White Paper on Public Service Training and Education. Skills in the following: Communication (written and verbal); Interpersonal relations; Flexibility; Teamwork; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Planning and organisation; Ability to analyse and conceptualise; Experience in administrative and clerical work in HRD environment; Experience in the Bursary administration environment; Experience in the Internship and Learnership environment.
<u>DUTIES</u>	:	Render clerical support with the implementation of Youth Development Programmes (e.g. Internships and Learnerships); Render clerical support with the bursary advertisement and awarding process; Render clerical support with bursary contract management, payments and clearance certificate processes; Render clerical support with Recognition of Improved Qualifications (RIQ) applications; Update relevant databases and files and support reporting and document review processes; Render general clerical support services within the component.
<u>ENQUIRIES</u>	:	Ms A Bredenhann Tel No: (021) 483 9456/ Ms B Kirkwood Tel No: (021) 483 2024
<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>POST 35/349</u>	:	<u>HUMAN RESOURCE CLERK: TALENT SOURCING REF NO: DOTP 97/2026 (VARIOUS POSITIONS AVAILABLE)</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the e-recruitment system and the Human Resource/Recruitment environment; Proven computer literacy in MS Word and Excel; Good planning and organising skills; Communication (written and verbal) skills; Interpersonal skills; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Liaise with relevant stakeholders; General HR administration; Database Management; Capture and update expenditure in component; Recruitment and Selection Policies and Procedures.
<u>ENQUIRIES</u>	:	Ms. S Faku Tel No: (021) 483 6369
<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.

PROVINCIAL TREASURY

<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>	:	19 October 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

POST 35/350 : **ADMINISTRATIVE SUPPORT OFFICER: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT REF NO: PT 17/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : A 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of and working experience with the following: Interpret and implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; manage operational activities and processes; develop, implement, monitor and review policies and operational processes; manage modern systems of governance and administration; manage public service procedures, processes and systems; human resources and related administrative processes; support the policies of the government of the day; demonstrate job knowledge; communicate effectively; maintain effective interpersonal relationships; demonstrate flexibility; work effectively as part of a team; plan and organise activities and resources; Skills: perform numeracy functions; perform literacy functions; use computer systems effectively; communicate effectively in the required language; maintain accurate records; Planning and Organising; Other: work independently; meet deadlines; work effectively under pressure.

DUTIES : Assist with the coordination of appointment of members of prescribed departmental committees, nomination of statutory appointments and Nomination of departmental representative to transversal forums; Assist in the provision of logistical arrangements for prescribed departmental committees; Distribute general CSC communications /information as required and keep record of incoming and outgoing CSC correspondence; Assist in the collation of consolidated departmental inputs / reports to the CSC as required; Coordinate and render the following: Departmental training and development matters and render administrative support to line managers; Administrative support with service benefits within the department; Administrative support with the recruitment and selection processes within the department; Administrative support with the application and implementation of Staff Performance Management Systems applicable to all levels (PERMIS); Database management.

ENQUIRIES : Mr B Damons Tel No: (021) 483 6127

POST 35/351 : **DEPUTY DIRECTOR: MFMA CO-ORDINATION REF NO: PT 35/2025 R1**

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 B-degree (equivalent or higher qualification) in Financial Management, Financial Accounting or Management Accounting or related qualification; A minimum of 3 years' experience in accounting, budget and financial management environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Local government legislation, including the MFMA, Treasury regulations, accounting principles, and best practices; Division of Revenue Act

(DoRA), the local government fiscal framework, and the flow of intergovernmental transfers and conditional grants; Familiarity with budget reform initiatives such as MSCOA, MFMA budget formats, and the Local Government Budget and Expenditure Review; Proficiency in interpreting in-year monitoring (IYM) reports, including the application of TIME and SIME data for oversight and support; Budget assessment frameworks related to conformance, credibility and sustainability; Financial oversight systems, including the use of tools like the LG Database, dashboards, and financial modelling platforms; Project management, procurement, and tendering processes within the public finance context; Policy development, implementation, and review in the public sector; Public administration, including principles of transparency, accountability, and good governance; Audit outcomes, internal controls, and governance practices that support clean municipal administration; Capacity building and institutional support approaches for improving municipal financial management; Familiarity with performance management systems, both at individual and organisational levels; Awareness of the strategic priorities of government and their implications for municipal budgeting and oversight. Skills needed: Financial analysis and interpretation; budget assessment and oversight; stakeholder engagement and intergovernmental coordination; effective written and verbal communication; planning and organising; leading teams and managing projects.

DUTIES : Promote the implementation of the MFMA, strengthen intergovernmental coordination, foster stakeholder engagement and dissemination financial insights to improve municipal conformance and performance; In-year monitoring reports evaluated on the implementation of municipal budgets in order to enhance conformance, accountability, data integrity and efficiency in municipalities; Municipal budgets assessed against the refined framework for conformance, credibility, sustainability and remedial steps actioned; Plan and manage the work of and account for the overall performance of the subdirectorates; Financial Management; It will be advantageous to have a BCom with Accounting / Audit as a major /Economics /Auditing /Public Management/Financial Information Systems (Majoring in Financial Accounting/Management Accounting).

ENQUIRIES : Mr D Cronje Tel No: (021) 483 0390

POST 35/352 : **ADMINISTRATION CLERK: STRATEGIC MANAGEMENT SUPPORT SERVICES REF NO: PT 22/2026**

SALARY : R237 453 - R279 708 annum (Level 05)

CENTRE : Provincial Treasury, Western Cape Government

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

DUTIES : Render general clerical administrative support in planning processes; Provide clerical administrative support for service delivery; Render clerical support for reporting and performance information processes; Render general clerical administrative support for logistical and logistical services.

ENQUIRIES : Ms. K Veary Tel No: (021) 483-8214

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 19 October 2026

NOTE : Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary

records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates 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 35/353</u>	:	<u>DIRECTOR: BUSINESS PLANNING AND MONITORING REF NO: DSD 90/2026</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>	:	A relevant NQF level 7 qualification or equivalent as recognised by SAQA; - A minimum of 5 years' experience middle/senior management experience. Competencies: Proving knowledge and understanding of: Expert knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Expert knowledge of strategic management processes; 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; Proven knowledge and understanding of 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; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management. Skills: Numeracy; Literacy; Driving; Computer Literacy;

DUTIES

Language skills; Project Management; Information Technology Formal Training; Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning.

: Line Management Strategic management, guidance and advice in respect of the rendering of business planning, policy alignment, monitoring and reporting, and communication and customer care services. This includes the following functions: Coordinate the strategic and operational planning processes for the Department.; Ensure the development and alignment of departmental policies; Enhance departmental performance monitoring, review and reporting; Provide corporate communication and customer care services. 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 predetermined 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 business planning and monitoring; 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 and 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 APPLICATIONS

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

OTHER POSTS

POST 35/354

: **ASSISTANT DIRECTOR: CUSTOMER CARE (BPM) REF NO: DSD 81/2026**

SALARY CENTRE REQUIREMENTS

: R487 197 - R573 897 per annum (Level 09)
: Department of Social Development, Western Cape Government.
: A qualification at NQF level 6 (equivalent or higher qualification); A minimum of 3 years' relevant experience in Client Services. 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; Project Management; Accounting, Finance and Audit; Problem Solving; Facilitation; Presentation; Policy Formulation; Policy Analysis; Communication.
<u>DUTIES</u>	:	Manage and monitor the complaints process; Plan, implement and monitor the Department's front office policies; Coordinate the annual Batho Pele programme for the Department; Managerial functions.
<u>ENQUIRIES</u>	:	Ms A van Reenen Tel No: (021) 483 3996
<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>POST 35/355</u>	:	<u>OFFICE MANAGER: BUSINESS PLANNING & STRATEGY REF NO: DSD 83/2026</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 (equivalent or higher qualification); A minimum of 5 years' relevant experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; 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; People Management.
<u>DUTIES</u>	:	Render line administrative support services; Execute research, analyse information and compile complex documents for the Chief Director; Provide

ENQUIRIES
NOTE

support to the Chief Director with regards to meetings; Manage resources of the office of the Chief Director; Manage engagements; Remain up to date with regards to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director.

: Ms S Nieftagodien at Sihaam.nieftagodien@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.

POST 35/356

: **SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND MANAGEMENT SERVICES REF NO: DSD 82/2026**

SALARY
CENTRE
REQUIREMENTS

: R413 001 - R486 501 per annum (Level 08)
: Department of Social Development, Western Cape Government
: Relevant 3-year post school qualification (Financial Management, SCM Policy Development, Law); A minimum of 3 years related supply chain management experience; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge of the following: Policy Development; Public Finance Management Act (PFMA), National Treasury Regulations (NTR's), Provincial Treasury Directives / Instructions (PTI's); Strategic sourcing and preferential procurement / Black Economic Empowerment (BEE); SCM regulations, policies and procedures, applicable delegations, asset management forms as per policies and procedures; Financial management processes; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies / procedures / contract management; Records Management – inclusive of registry services, and policy and procedures governing these functions. Skills in the following: Analytical thinking; Operational thinking; Computer literacy; SCM Systems; Planning and organising; Language; Communication; Numeracy; Presentation; Interpersonal relations; Flexibility; Teamwork; Ability to analyse, conceptualise and implement policies; Ability to work independently and meet deadlines; Ability to work under pressure; Driving.

DUTIES

: Compile annual procurement plan and progress reporting; Develop commodity sourcing strategy; Develop standardised specification and terms of reference; Facilitate records and information management of the Division.

ENQUIRIES
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: Mr A Kamalie Tel No: (021) 483 8681
: 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.

POST 35/357 : **CUSTOMER CARE OFFICER: WEST COAST/ EDEN KAROO/ METRO NORTH REF NO: DSD 92/2026 (X3 POSTS)**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A qualification at NQF level 6 (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; 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.

DUTIES : Provide mechanisms and procedures for the dealing with customer complaints; Report on customer complaint issues; Provide a client liaison service in service delivery teams; Enquiries and customer relations; Managerial/Supervisory functions.

ENQUIRIES : Ms M Swart Tel No: (021) 483 7674 or (021) 483 7673
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.

POST 35/358 : **STATE ACCOUNTANT: FINANCIAL ADMINISTRATION REF NO: DSD 87/2026 (X2 POSTS AVAILABLE IN METRO SOUTH AND CAPE WINELANDS)**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A qualification at NQF level 6 (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; 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.

DUTIES : Management Accounting Services (Budgeting process); Financial Accounting Services; Supply Chain Management Services; Managerial/ Supervisory functions.

ENQUIRIES : Ms Elarna Siljeur Tel No: (021) 763 6204
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.

POST 35/359 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 88/2026 (POSTS AVAILABLE AT VARIOUS LOCATIONS)**

SALARY : Grade 1: R338 208 - R397 668 per annum, (OSD as prescribed)
Grade 2: R413 004 - R478 395 per annum, (OSD as prescribed)
Grade 3: R496 668 - R583 833 per annum, (OSD as prescribed)
Grade 4: R608 859 - R754 785 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government.
REQUIREMENTS : A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South

African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (Case work, group work and Community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and Support Social Auxiliary Workers; Continuous Professional Development. Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES : Ms Elarna Siljeur Tel No: (021) 763 6204
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.

POST 35/360 : **TRANSPORT OFFICER: LOGISTICAL SERVICES (METRO SOUTH) REF NO: DSD 84/2026**

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Department of Social Development, Western Cape Government.
REQUIREMENTS : A qualification at NQF level 6 (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; 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.
<u>DUTIES</u>	:	Administer, maintenance and control the GG fleet at the district; Order taxi transport as per request from GMT; Administer, verify and monitor the use of rentals; Supervision of employees/staff.
<u>ENQUIRIES</u>	:	Ms Elarna Siljeur Tel No: (021) 763 6204
<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>POST 35/361</u>	:	<u>ADMINISTRATIVE SUPPORT OFFICER: VULNERABLE GROUPS REF NO: DSD 86/2026</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 qualification at NQF level 6 (equivalent or higher); A minimum of 1-year relevant experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management operational management practices; 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; Planning and organising; Time Management; Communication; Research; Ability to work under pressure.
<u>DUTIES</u>	:	Render line administrative support services; Assist management support staff in all administrative duties; Co-ordinate M&E activities and maintain the relevant systems; Provide support to the Directorate for supply chain management and provide support on financial administration management; Render advice and liaise; Render advice and liaise w.r.t administrative matters.

ENQUIRIES
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: Ms P Momoza Tel No: (021) 483 6296
: 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.

POST 35/362

: **PERSONAL ASSISTANT: SERVICE DELIVERY MANAGEMENT AND COORDINATION. REF NO: DSD 89/2026**

SALARY
CENTRE
REQUIREMENTS

: R338 106 – R398 277 per annum (Level 07)
: Department of Social Development, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: 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.

DUTIES

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

ENQUIRIES
NOTE

: 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.

POST 35/363 : **ADMINISTRATION CLERK: LOGISTICAL SERVICES REF NO: DSD 85/2026 (VARIOUS POSTS AVAILABLE AT VARIOUS LOCATIONS)**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Working procedures in terms of the working environment; Understanding of the legislative framework governing the Public Service. Skills in the following: Numeracy; Literacy; Language; Presentation; Decision-Making; Computer; Good written and communication; Interpersonal; Flexibility; Planning and Organising.

DUTIES : Render general administration support services; Provide supply chain clerical support services within the Chief Directorate; Provide personnel administration clerical support services; Provide financial administration support service in the Component.

ENQUIRIES : Ms E. Siljeur at Elarna.Siljeur@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.

POST 35/364 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 91/2026 (X2 POSTS IN ATLANTIS)**

SALARY : Grade 1: R200 691 - Grade 3: R353 016 per annum, (as prescribed by OSD).
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** Grade 10 plus completion of the SAW learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Information and

Knowledge Management (Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately); Protocol and professional ethics. Skills in the following: Good communication (written and verbal); Proven computer literacy; Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

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

ENQUIRIES : Ms U Persens Tel No: (022) 482 3669
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.

WESTERN CAPE MOBILITY DEPARTMENT

CLOSING DATE : 19 October 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 35/365</u>	:	<u>DEPUTY DIRECTOR: FLEET RISK MANAGEMENT REF NO: WCMD 84/2025R1</u>
<u>SALARY</u>	:	R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B Degree (equivalent or higher qualification); A minimum of 3 years middle management level experience. A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Finance Management, 1999 (Act 1 of 1999); National Treasury Regulations; Provincial Treasury Instructions; Handbook for Government Motor Transport (Circular 3 of 2019); National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Administrative Adjudication of Road Traffic Offences Act, 1998 (Act 46 of 1998) and Regulations, 2008. Skills needed: Proactive action thinking, leadership; problem solving and decision making; Proven computer literacy (Ms Office suite); Planning, organizing, time management skills; Problem solving and decision making; Excellent verbal and written communication skills; Ability to interpret relevant directives and policies.
<u>DUTIES</u>	:	Manage GMT self-insure risk strategy; Manage crashes, 3rd party claims and recoveries; Manage vehicle related losses and fraud investigations; Manage traffic offence redirections and misuse reporting; Manage the driver database, and review and approve driver sanction requests and cross border letters as fleet proxy; Human resource management; Manage budget for Fleet Risk Management; Prepare input for statutory reporting; It will be advantageous to have the following: Relevant experience in the following: Fleet Management, Risk Management; Legal experience; Budget and financial management; Human Resource management; Supply chain management; Tender compilation; Client services; Mechanical / technical background.
<u>ENQUIRIES</u>	:	Mr A Janse van Rensburg Tel No: (021) 467 4716
<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 35/366</u>	:	<u>CHIEF PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT REF NO: WCMD 36/2026</u>
<u>SALARY</u>	:	R605 742 - R713 535 per annum (Level 10)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-degree (equal or higher) qualification; A minimum of 3 years' supervisory experience; A minimum of 7 years' working experience in the traffic law enforcement field. A valid (A and EC or higher) driving license. Competencies: Extensive knowledge and understanding of the following: operational functioning of the Directorate Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); National Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; the Code of Conduct for the Public Service; Dimensional and Mass Limitations and other Requirements for Abnormal Load Vehicles (TRH 11); Guidelines from the Director of Public Prosecutions; Knowledge and understanding of vehicle inspections; impoundment procedures; Knowledge and understanding of the completion of traffic law enforcement documents; the operational guidelines on traffic law enforcement equipment; the storage and transportation of dangerous goods in accordance with national and international statutory requirements; Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; project management; operational management practices; 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; arrangements governing the South African public sector; Knowledge and understanding of public finance, human resources and discourse management processes; Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, guidelines and other financial policies, prescripts, directives and collective agreements; Province and the activities of sister departments/related functional areas; policies of the government of the day; Labour Relations legislation and regulations; performance management in general.
<u>DUTIES</u>	:	Manage the implementation of the Operational Law Enforcement Plan; Ensure effective and efficient Leadership; Management of service delivery improvement; Managerial functions.
<u>ENQUIRIES</u>	:	Ms A Fennie Tel No: (021) 911 2333
<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 35/367</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT</u> <u>REF NO: WCMD 25/2026</u>
<u>SALARY</u>	:	R487 197 - R573 197 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in a Supply Chain Management. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of procurement and tendering processes; Knowledge and understanding of the Broad Based Black Economic Empowerment Act; Knowledge and understanding of Preferential Procurement Policy Framework Act and its associated regulations, practice notes, circulars, etc; Knowledge and understanding of Public Service Ant-corruption Strategy; Knowledge and understanding of Supply Chain Management Guide to Accounting Officers and Authorities; Knowledge and understanding of Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Service; Knowledge and understanding of relevant delegation frameworks, service level agreements, supplier management, contract management, strategic sourcing, departmental policies and procedures, Government financial systems, etc; Knowledge and understanding of public sector supply chain management models and processes; Knowledge and understanding of strategic sourcing process across broad range of commodities in a Goods and Services environment; Knowledge and understanding of Mobility procurement market; Knowledge and understanding of contract management, including legal aspects in supply chain management and ability to draft heads of terms and input to SLA negotiations; Knowledge and understanding of supply chain management AOS, Delegations. Skills: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit.
<u>DUTIES</u>	:	Coordinate (synergise), review and execute the bidding process in the Department; Coordinate, review, and compile the list of prospective providers for quotations; Coordinate, review and source quotations from database according to the threshold values determined by National Treasury; Supervise, monitor, analyse and determine actions to ensure proper contract management and administration in the component; Managerial functions.
<u>ENQUIRIES</u>	:	Ms S Moodley Tel No: (021) 483 8970
<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 35/368</u>	:	<u>ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: WCMD 31/2026</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification). A minimum of 5 years relevant experience. Competencies: Working knowledge in the following: Legislative, Regulatory and Policy Frameworks; legislation, regulatory frameworks, policies and best practices applicable to support services within the public sector; Government Immovable

		Asset Management Act (GIAMA) and related accommodation and asset management prescripts, including inputs to the; User Asset Management Plan (UAMP); Occupational Health and Safety; (OHS) legislation, regulations and departmental health and safety frameworks; transport-related prescripts, including policies governing the management and utilisation of government and subsidised vehicles; the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, and relevant financial policies, directives and instructions applicable to operational support environments; Labour Relations legislation, regulations and collective agreements applicable to the public service; Operational and Management Knowledge. Skills needed: Numeracy; Literacy; Computer literacy (including standard office applications and electronic record-keeping systems); Language and communication skills (verbal and written); Accounting, finance and audit skills (basic budgeting, expenditure monitoring and controls).
<u>DUTIES</u>	:	Management of Transport Services in the Department; Promotion of Occupational Health and Safety in the Department; Provision of Effective and Efficient Facility Management (Accommodation); Management of Functions in Terms of the Government Immovable Asset Management Act; Managerial functions.
<u>ENQUIRIES</u>	:	Mr S Moolman Tel No: (021) 483 4564
<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 35/369</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: WCMD 33/2026</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher) in Financial Accounting or related; A minimum of 3 years relevant experience in a financial accounting or similar environment. Competencies: Knowledge of and working experience with 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; Public Service Act, 1994, as amended; Knowledge and understanding of the Basic Conditions of Employment Act; the BAS system; the LOGIS system; Database Management; Information and Records Management; 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, 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; the functioning of the Province of the Western Cape 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. Skills: Numeracy; Literacy; Computer Literacy; Language; Project; Management; Accounting; Finance and Audit.
<u>DUTIES</u>	:	Collection and recording of revenue; Reporting; Clearance of balances in the assets and liabilities accounts; Managerial functions; Financial Management.
<u>ENQUIRIES</u>	:	Mr R Wiggill Tel No: (021) 483 0600
<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 35/370</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL (INSPECTIONS) REF NO: WCMD 34/2026</u>
<u>SALARY</u>	:	R487 197- R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in an internal control and governance working environment. Competencies: Knowledge and understanding of the following: Public Audit Act, 2004; Public Finance Management Act, 1999, National Treasury Regulations, Provincial Instructions and guidelines (promote the objective of good financial management in order to maximise service delivery through the effective and efficient use of limited resources); Prevention and Combating of Corrupt Activities Act, 2004 (provides for measures to prevent and combat corrupt activities); Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures; Protected Disclosure Act, 2000 (promotes disclosure of unethical conduct that could potentially lead to corruption); Government Accounting Standards; (Generally Recognised Accounting Practice (GRAP)); Internal control tools and techniques; Government financial systems; Departmental policies and procedures; Preferential Procurement Policy Framework Act, 2000 and Regulations. Skills in the following: Numeracy; Computer Literacy; Language; Project Management; Accounting, Finance and Audit; Planning; Analytical; Report-writing; Communication; Presentation; Inter-personal; Problem solving; Supervisory.
<u>DUTIES</u>	:	Ensure proper governance with regard to internal control; Ensure the rendering of assurance services; Ensure the implementation of internal control inspection measures to ensure compliance to financial administration; Managerial functions.
<u>ENQUIRIES</u>	:	Mr R Wiggill Tel No: (021) 483 0600
<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 35/371</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL REGULATION ENTITY (EDEN) REF NO: WCMD 43/2026</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification). A minimum of 3-years relevant experience at supervisory level. Competencies: Knowledge and working experience in the following: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; manage operational activities and processes; administer the Public Service Act, 1994, as amended (Act No. 103 of 1994); administer the Public Service Regulations, 2016; administer the National Land Transport Act (Act No. 5 of 2009); administer the Road Transportation Act (Act No. 74 of 1977); administer the Western Cape Road Transportation Amendment Law Act (Act No. 8 of 1996); administer the National Land Transport Regulations, 2009; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; operate and manage the Public Transport Regulation System (PTRS) and LTPS/NTIS; process applications for operating licences; manage the functions, activities, processes and procedures of a Walk-In-Centre; manage financial management, monitoring and reporting procedures, systems and reports of the Directorate; develop, implement, monitor and review policies and operational processes; manage public service procedures, processes and systems; understand Constitutional, legal and institutional arrangements governing the South African public sector; manage public finance, human resources and related administrative processes; understand the functioning of the Province and the activities of sister departments and related functional areas; implement and support the policies of the government of the day; manage Labour Relations legislation and regulations; manage performance management processes; Skills: perform numeracy, literacy and computer-related functions; manage projects; plan and organise activities and resources; draft reports; provide leadership; communicate effectively in writing and verbally; deliver presentations; influence and motivate stakeholders; analyse information and solve problems; Other: build effective interpersonal relationships; resolve conflicts; coach and mentor staff; work effectively under pressure; work irregular hours when required; meet tight deadlines.

<u>DUTIES</u>	:	Manage the issuing of operating licenses in the region; Manage enquiries and complaints; Liaise with different stakeholders in the industry; Ensure accurate Reporting, Analysis and Record Keeping; Managerial functions.
<u>ENQUIRIES</u>	:	Ms B Macmahon Tel No: (021) 483 0211
<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 35/372</u>	:	<u>ASSISTANT DIRECTOR (WALK-IN-CENTRE: VANGATE) REF NO: WCMD 45/2026</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) at NQF 6; A minimum of 5 years' supervisory experience. Competencies: Knowledge of and working experience in: Interpret and implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; administer the National Land Transport Act (Act No. 5 of 2009); administer the Road Transportation Act (Act No. 74 of 1977); administer the Western Cape Road Transportation Amendment Law Act (Act No. 8 of 1996); implement the National Land Transport Regulations, 2009; manage the functions, activities, processes and procedures of a Walk-In-Centre; process applications for operating licences; manage financial management, monitoring and reporting procedures, systems and reports of the Directorate; perform general office administration and database management; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; perform numeracy, literacy and computer-related functions; manage projects; plan and organise activities and resources; compile and write reports; provide leadership; communicate effectively in writing and verbally; deliver presentations; influence and motivate stakeholders; analyse information and data; maintain effective interpersonal relationships; resolve conflicts; coach and mentor staff; work effectively under pressure; work irregular hours when required; meet tight deadlines.
<u>DUTIES</u>	:	Management of the Service Centre; Management of the processing of applications; Attendance of committee and hearings; Managerial functions.
<u>ENQUIRIES</u>	:	Ms B Macmahon Tel No: (021) 483 0211
<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 35/373</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS AND ASSET MANAGEMENT REF NO: WCMD 49/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher qualification) in Supply Chain Management or Financial Management; A minimum of 3-years related logistics or asset management experience at supervisory level. A valid (Code B) driving license, or alternative mode of transport for people with disabilities. Competencies: Knowledge and working experience in the following: Interpret and implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; develop, implement and monitor logistics and asset management-related policies, plans, reports and processes; administer logistics and asset management processes and procedures; develop, implement and maintain a movable asset register; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; develop, implement, monitor and review policies and operational processes.
<u>DUTIES</u>	:	Administer and ensure effective and efficient management of movable assets; coordinate the safekeeping and distribution of movable assets and

		coordination of disposal of movable assets; administer and ensure effective and efficient management of logistics, consumables and inventory management; asset management and logistics management reporting; and managerial functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Gelderbloem Tel No: (021) 483 2167
	:	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 35/374</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL (GOVERNANCE) REF NO: WCMD 52/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 - R573 897 per annum (Level 09)
	:	Western Cape Mobility Department, Western Cape Government
	:	An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in an internal control and governance working environment. Competencies: Knowledge an understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Rendering of proper governance services; External audit processes by AGSA; Rendering of proper assurance services; Policy development and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Policies of the government of the day; Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Finance Management; Conflict Management; Risk Management; Planning; Organising; Monitoring and Evaluation; Decision-making; Problem-solving; Reports Writing; Investigations; Interpretation; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<u>DUTIES</u>	:	External Audit Process by AGSA; Ensure proper governance services; Render proper assurance services; Managerial functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Riaan Wiggill Tel No: (021) 483 0600
	:	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 35/375</u>	:	<u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: WCMD 26/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 - R486 501 per annum (Level 08)
	:	Western Cape Mobility Department, Western Cape Government
	:	An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience in a Financial Accounting or related working environment. Competencies: Knowledge of the following: Legislative framework governing the Public Service; Departmental accounting services; Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; General information support systems such as PERSAL, LOGIS and BAS; State accountant duties, practices as well as the ability to capture data, operate computer and collecting statistics; Working procedures in terms of the working environment; Project management; Public service procedures, processes and systems; Skills needed: Proven computer literacy; Written and verbal communication; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning and organising; Problem-solving; Report-writing; record-keeping; interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of Figures; Ability to perform routine tasks; Ability to operate office equipment; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office. Knowledge 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; Public Finance Management Act, 1999, National Treasury Regulations and Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; salary administration and payment system in respect of purchase, payables and transfers; public finance, human resources and discourse management processes; policy development, and operational management, monitoring and review processes; public service procedures, processes and systems; project management; operational management practices; procurement and tendering processes. Skills: Numeracy; Literacy; Computer Literacy; Language; Project Management.
<u>DUTIES</u>	:	Provide effective and efficient expenditure and payment services; Provide bookkeeping and financial reporting services; Provide Credit control services; Managerial/ Supervisory functions.
<u>ENQUIRIES</u>	:	Ms A Van Heerden Tel No: (021) 483 8086
<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 35/376</u>	:	<u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING (REPORTING) REF NO: WCMD 27/2026</u>
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year qualification (National Diploma/ B-Degree or higher qualification); A minimum of 1-year relevant experience in a Financial Accounting or related working environment. Competencies: Knowledge of the following: Legislative framework governing the Public Service; Departmental accounting services; Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; General information support systems such as PERSAL, LOGIS and BAS; State accountant duties, practices as well as the ability to capture data, operate computer and collecting statistics; Working procedures in terms of the working environment; Project management; Public service procedures, processes and systems; Skills needed: Proven computer literacy; Written and verbal communication; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning and organising; Problem-solving; Report-writing; record-keeping; interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of Figures; Ability to perform routine tasks; Ability to operate office equipment; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office. Knowledge 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; Public Finance Management Act, 1999, National Treasury Regulations and Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; salary administration and payment system in respect of purchase, payables and transfers; public finance, human resources and discourse management processes; policy development, and operational management, monitoring and review processes; public service procedures, processes and systems; project management; operational management practices; procurement and tendering processes. Skills: Numeracy; Literacy; Computer Literacy; Language; Project Management.
<u>DUTIES</u>	:	Preparation of Interim and Annual Financial Statements; Provide financial accounting services; In Year Monitoring (IYM) and Quarterly debt reporting; Managerial/ Supervisory functions.
<u>ENQUIRIES</u>	:	Ms N Sityana Tel No: (021) 483 6489
<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 35/377</u>	:	<u>ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION REF NO: WCMD 41/2026</u>
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree in Monitoring and Evaluation, Development Studies, Statistics, Social Sciences, Project Management, Data Analytics, Public Administration or a related field. A minimum of 3 years' experience in monitoring and evaluation, reporting, research, project management, or data verification and analysis. Competencies: Knowledge of the following: Apply M&E legislation, frameworks, guidelines, policies and directives; understand the mobility and transport sector; use information systems that support the management of performance information; manage projects and adhere strictly to deadlines; implement operational management practices; manage modern systems of governance and administration; manage public service reporting procedures, processes and systems; understand regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; support government strategic planning, with specific reference to the provincial growth and development strategy of the Western Cape; understand global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; understand Constitutional, legal and institutional arrangements governing the South African public sector; implement legislation, regulatory frameworks, guidelines, policies and best practices relevant to the line function; coordinate projects; develop and implement policies and operational processes; monitor and review operational performance; manage public finance, human resources and related administrative processes; manage performance management processes; understand the functioning of the Province and the activities of sister departments and related functional areas.
<u>DUTIES</u>	:	Performance Monitoring & Reporting (i.e. QPR, eQPRS, AR); Future performance planning (i.e. SP, APP, AOP); Assist with Departmental performance evaluations; Operational Administrative Support.
<u>ENQUIRIES</u>	:	Mr M Pantshwa Tel No: (021) 483 2394
<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 35/378</u>	:	<u>STRATEGIC SOURCING SPECIALIST: ACQUISITION AND CONTRACT MANAGEMENT REF NO: WCMD 50/2026</u>
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma /B-Degree (equivalent or higher qualification); A minimum of 1 years' experience in a Supply Chain Management or related working environment. Competencies: Knowledge of and working experience in the following: legislation, regulatory frameworks, policies and best practices relevant to the line functions; conduct strategic sourcing and procurement activities and assess market conditions; manage sourcing and vendor relationships; analyse market trends and identify procurement opportunities; manage procurement and tendering processes; implement the Broad-Based Black Economic Empowerment Act; implement the Preferential Procurement Policy Framework Act and associated regulations, practice notes and circulars; implement the Public Service Anti-Corruption Strategy; manage supply chain management processes in accordance with the Supply Chain Management Guide for Accounting Officers and Authorities; implement the Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, financial delegations and public service best practices; manage delegation frameworks, service level agreements, supplier relationships, contracts, strategic sourcing and departmental procurement policies and procedures; use government financial systems; manage public sector supply chain management models and processes; manage strategic sourcing across a broad range of commodities within a goods and services environment; manage the Mobility procurement

market; manage contract management processes, including legal aspects of supply chain management, drafting heads of terms and providing input into SLA negotiations; manage supply chain management delegations and related authorities; perform numeracy and literacy functions; use computer applications effectively; communicate effectively in the required language; manage projects and administrative processes; negotiate with suppliers and stakeholders; build and maintain professional networks; conduct strong analytical assessments; perform legal administration; manage time effectively; plan and organise procurement activities; solve problems; resolve disputes and manage conflict; compile reports; maintain accurate records; exercise sound judgement and decision-making; gather and analyse data and work with figures; use MS Office software for analysis and reporting; use supply chain management systems such as Electronic Procurement Solution (EPS), LOGIS and eTender; work effectively under pressure; work irregular hours when required; meet tight deadlines.

DUTIES : Render an effective and efficient strategic sourcing support service; reporting; analysing; database management; record keeping; research; development and Managerial/Supervisory functions.

ENQUIRIES : Ms S Moodley Tel No: (021) 483 8970
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 35/379 : **ADMINISTRATIVE OFFICER: LAND TRANSPORT DEVELOPMENT REF NO: WCMD 32/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher). A minimum of 1 year relevant administrative support experience. Competencies: Knowledge of and working experience: legislation, regulatory frameworks, policies and best practices relevant to the line functions; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; manage transport-related regulatory, legislative, policy and framework requirements; use information systems that support the management of knowledge and information relating to the line function; manage projects; implement operational management practices; manage procurement and tendering processes; use relevant software packages and computer programmes; perform general office administration and database management; Skills: numeracy and literacy functions; use computer systems effectively; Other: communicate effectively in the required language; manage projects; conduct data analysis; perform accounting, finance and audit functions; communicate effectively; conduct basic research.

DUTIES : Financial Administration; Administrative and Operational Support Services; Compliance; Governance and Knowledge Management; Procurement; Asset and Resource Management.

ENQUIRIES : Ms L Rautenbach Tel No: (021) 483 6904
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 35/380 : **AUXILIARY OFFICER: LOGISTICS AND ASSET MANAGEMENT REF NO: WCMD 35/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Supply Chain Management or Finance. A minimum of 1-year relevant experience in Supply Chain Management or Finance. Competencies: Knowledge of and working experience with the following: legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; perform logistics and asset management or financial administration functions; capture asset management data and maintain accurate statistics; operate relevant computer

		systems and applications; perform duties relating to asset management administration and practices; understand the legislative framework governing the Public Service; perform work procedures applicable to the working environment; manage financial processes in accordance with the Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; operate basic government systems such as PERSAL, BAS and LOGIS; manage projects; perform operational management functions; Skills: numeracy and literacy functions; use computer systems effectively; communicate in the required language; manage projects; perform accounting, finance and audit functions; conduct economic, financial and statistical analysis; perform legal administration; Other: plan and organise work activities; provide effective customer care; compile reports; solve problems; communicate effectively in writing and verbally; demonstrate creative thinking; make sound decisions; work effectively under pressure; work irregular hours when required; meet tight deadlines.
<u>DUTIES</u>	:	Administer logistics requisitions; Administer Logistics Purchases; Administer Logistics Payments; Perform Office Administration; render supervisory functions.
<u>ENQUIRIES</u>	:	Ms N Dyantyi Tel No: (021) 483 4529
<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 35/381</u>	:	<u>ADMINISTRATIVE OFFICER: OPERATING LICENCE AND PERMITS (PROCESSING) REF NO: WCMD 38/2026 (VARIOUS POSTS AVAILABLE)</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>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1-year administrative support experience. Competencies: Knowledge and understanding of the following: National Land Transport Act (Act No.5 of 2009); applications for operating licenses.; preparation of cases for the cancellation of operating licenses; how to notify operators of renewals; publication of operating license applications in the Government gazette; administration and database management; general support systems; Record Management/Administration; Knowledge of administrative procedures and processes. Skills: Numeracy; Literacy; Computer Literacy; Language; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration. Other: Reporting; Problem-solving; Communication; 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 J Abrahams Tel No: (021) 483 0240
<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 35/382</u>	:	<u>ADMINISTRATIVE OFFICER: QUALITY MANAGEMENT AND EVALUATION REF NO: WCMD 39/2026</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>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification). A minimum of 1-year relevant administrative support experience. Competencies: Knowledge of and working experience of the following: Legislation, regulatory frameworks, policies and best practices relevant to the line function; information systems that support the management of knowledge and information relating to the line function; administrative procedures and processes; project management functions; project coordination and project-related analytics; designing and implementing data collection tools; collecting and analysing data; ensuring data quality and managing data and related information; monitoring and evaluation tools; data verification and analysis; creating dashboards and developing monitoring and

		evaluation tools; data management and data integrity; information and records management/administration; operational management practices; procurement and tendering processes. Skills: numeracy; literacy; computer literacy; language proficiency; project management; legal administration. Others: communication; research; analytical skills; organising; planning; time management; problem-solving; record keeping and minute taking; ability to work under pressure; willingness to work irregular hours and meet tight deadlines; ability to draft submissions, memoranda, reports, plans and letters; well-developed ability to build credibility, trust and cooperation through interpersonal interactions; no criminal record.
<u>DUTIES</u>	:	Render support with the development and maintenance of training policies and processes as part of the External Governance of the Quality Management System; Render support with the monitoring of all quality assurance (administrative aspects) to ensure compliance with all other relevant policies and procedures as part of the Internal Governance process; Render support with the monitoring to ensure compliance and relevance of Service Level Agreements (SLA's); Render line administrative support services to the Sub-Directorate; Research and development.
<u>ENQUIRIES</u>	:	Mr HP Arendse Tel No: (021) 983 1526
<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 35/383</u>	:	<u>ADMINISTRATIVE OFFICER: PROCESSING REF NO: WCMD 40/2026</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>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1-year administrative support experience. Competencies: Knowledge in the following: National Land Transport Act (Act No. 5 of 2009); processing applications for operating licences; preparing cases for the cancellation of operating licences; notifying operators of operating licence renewals; publishing operating licence applications in the Government Gazette; general office administration and database management; general support systems; information and records management/administration; administrative procedures and processes; Skills: numeracy; literacy; computer literacy; language proficiency; project management; accounting, finance and audit; economic, financial and statistical analysis; legal administration; Other: reporting; problem-solving; communication; 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 0228
<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 35/384</u>	:	<u>ADMINISTRATIVE OFFICER: TRANSPORT POLICIES AND STRATEGIES REF NO: WCMD 42/2026</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>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year administrative support experience. Competencies: Knowledge of the following: legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; administer relevant legislation relating to Public Transport and Public Service administration; support the implementation of Public Service, Provincial and Departmental strategies, policies, prescripts and other documents addressing Public Transport Development; support the implementation of the Provincial Growth and Development Strategy; support the implementation of the Provincial Land Transport Framework; use relevant software packages and computer programmes; perform basic human capital administration; perform basic financial administration; perform general office

		administration and database management; use general support systems; manage information and records; perform administrative procedures and processes; coordinate projects; manage operational activities; manage procurement and tendering processes; support policy development and operational management, monitoring and review processes; support modern systems of governance and administration; manage public service procedures, processes and systems; understand regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; understand Constitutional, legal and institutional arrangements governing the South African public sector; manage public finance, human resources and related administrative processes; implement the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; understand the functioning of the Province and the activities of sister departments and related functional areas; understand and support the policies of the government of the day; manage Labour Relations legislation and regulations; support performance management processes.
<u>DUTIES</u>	:	Render line administrative support services to the Transversal Transport Forum; Co-ordinate administrative management control activities; Provide support to meetings, planning sessions and workshops; Manage Programme/Project-related resources; Research and development.
<u>ENQUIRIES</u>	:	Ms S Kleinhans Tel No: (021) 483 8545
<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 35/385</u>	:	<u>CUSTOMER RELATIONS OFFICER (2 POSTS AVAILABLE): WALK-IN CENTRE: VANGATE REF NO: WCMD 46/2026</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>	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 1-year relevant administrative support experience. Competencies: Knowledge of and working experience in the following: Interpret and implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; administer the National Land Transport Act (Act No. 5 of 2009); the National Land Amendment Transport Act (Act No 23 of 2023) and the regulations associated with both Acts. Administer the Road Transportation Act (Act No. 74 of 1977); administer the Western Cape Road Transportation Amendment Law Act (Act No. 8 of 1996); administer the National Land Transport Regulations, 2009; manage the functions, activities, processes and procedures of a Walk-In-Centre; process applications for operating licences; manage financial management, monitoring and reporting procedures, systems and reports of the Directorate; perform general office administration and database management; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; Skills: perform numeracy and literacy functions; use computer applications and systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; conduct economic, financial and statistical analysis; perform legal administration; Other: prepare reports; solve problems; communicate effectively; plan and organise activities and resources; conduct research; work effectively under pressure; work irregular hours when required; meet tight deadlines.
<u>DUTIES</u>	:	Render assistance with the handling of enquiries; Client Service and Application Administration; Business Process Improvement and Operational Support; Render administrative support services
<u>ENQUIRIES</u>	:	Mr D De Klerk Tel No: (021) 483 0249
<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 35/386</u>	:	<u>ROAD SAFETY OFFICER: WEST COAST REF NO: WCMD 47/2026</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>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Education, Communication, Public Relations, Project Management and Social Science; A minimum of 1-year relevant experience; A valid code B driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of and working experience with: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; provide traffic safety education; plan and execute road safety interventions; create awareness and inform road users about traffic safety projects and road safety issues; market heavy-duty driver training assistance; monitor services rendered by driver training schools; conduct strategy planning; manage projects; implement strategic thinking processes; manage performance management processes; use general support systems; manage operational activities; manage procurement and tendering processes; develop, implement, monitor and review policies and operational processes; manage modern systems of governance and administration; manage public service procedures, processes and systems; assess regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; understand Constitutional, legal and institutional arrangements governing the South African public sector; manage public finance, human resources and related administrative processes; implement the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; understand the functioning of the Province and the activities of sister departments and related functional areas; implement and support the policies of the government of the day; manage Labour Relations legislation and regulations; manage performance management processes; perform numeracy, literacy and computer-related functions; communicate effectively in the required language; Skills: manage projects; Other: communicate effectively; plan and organise activities and resources; solve problems; compile and write reports; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.
<u>DUTIES</u>	:	Render support with the planning and execution of road safety interventions in the Metro North Region; Render support with the hosting of road safety interventions in the Metro North Region and provide feedback and solutions to improve service delivery; Accounting for progress and performance; Resource and Equipment Management
<u>ENQUIRIES</u>	:	Mr P Zitshu Tel No: (021) 483 5554
<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 35/387</u>	:	<u>ROAD SAFETY OFFICER: EDEN REF NO: WCMD 48/2026</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>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Education, Communication, Public Relations, Project Management and Social Science; A minimum of 1-year relevant experience; A valid code B driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of and working experience with: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; provide traffic safety education; plan and execute road safety interventions; create awareness and inform road users about traffic safety projects and road safety issues; conduct strategy planning; manage projects; implement strategic thinking processes; manage performance management processes; use general support systems; manage operational activities; manage procurement and tendering processes;

		develop, implement, monitor and review policies and operational processes; manage modern systems of governance and administration; manage public service procedures, processes and systems; assess regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; understand Constitutional, legal and institutional arrangements governing the South African public sector; manage public finance, human resources and related administrative processes; implement the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; understand the functioning of the Province and the activities of sister departments and related functional areas; implement and support the policies of the government of the day; manage Labour Relations legislation and regulations; manage performance management processes; perform numeracy, literacy and computer-related functions; communicate effectively in the required language; Skills: manage projects; Other: communicate effectively; plan and organise activities and resources; solve problems; compile and write reports; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.
<u>DUTIES</u>	:	Render support with the planning and execution of road safety interventions in the Region; Render support with the hosting of road safety interventions in the Eden Region and provide feedback and solutions to improve service delivery; Accounting for progress and performance; Resource and Equipment Management.
<u>ENQUIRIES</u>	:	Ms N Luwaca Tel No: (021) 483 9519
<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 35/388</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: WCMD 103/2025 R1 (X2 POSTS)</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>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); a minimum of 3 years of relevant experience; and a valid code B (or higher) driving license; Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Transport related regulatory, policies and frameworks; Public Finance Management Act (PFMA), 1999 ,National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Project management; Operational management practices; Procurement and tendering processes; Public service procedures, processes and systems; Relevant software packages and sound application of relevant computer programmes; General office administration and database management; General support systems; Information and Record Management/Administration. Skills needed: Numeracy, Literacy, Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Basic Research; Analytical; Organising; Planning; Time Management; Problem-solving.
<u>DUTIES</u>	:	Provide high-level administrative support in the oversight and implementation of Land Transport Services; render high-level administrative support services; Remains up to date with legislation, prescripts, policies, procedures and processes applicable to the work terrain; Render financial support services; Render research support services; supervisory functions.
<u>ENQUIRIES</u>	:	Mr BB Ngcebetsha Tel No: (021) 483 7844
<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 35/389</u>	:	<u>ADMINISTRATION CLERK: OFFICE OF THE HOD REF NO: WCMD 24/2026</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: Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics; Understanding of the

		legislative framework governing the Public Service; Working procedures in terms of the working environment; insight of the Public Service financial legislations, processes and procedures, National Treasury Regulations and Provincial Treasury Instructions. Skills in the following: Computer, Planning and Organising, Language, Good Verbal and Written Communication, Customer Care, Reporting, Problem-solving, Creative Thinking, Decision Making, Interpersonal, Willingness to work irregular hours and meet tight deadlines, Ability to work under pressure.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Ms L Theron Tel No: (021) 483 948
<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 35/390</u>	:	<u>ADMINISTRATION CLERK: SUPPORT SERVICES REF NO: WCMD 28/2026</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 following: Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics; Understanding of the legislative framework governing the Public Service; Understanding of the Occupational Health and Safety Act, 1993; Working procedures in terms of the work environment. Skills in the following: Computer; Planning and Organising; Language; Good Verbal and Written Communication; Meeting Procedures and Minute Taking; Job Knowledge; Interpersonal Relations; Flexibility; Teamwork; Willingness to work irregular hours and meet tight deadlines; Ability to perform routine tasks Ability to operate office equipment; Ability to work under pressure.
<u>DUTIES</u>	:	Render general clerical support services within the OHAS component; Provide supply chain clerical support services within the OHAS component; Provide personnel administration clerical support services within the OHAS component; Provide financial administration support services in the OHAS component.
<u>ENQUIRIES</u>	:	Mr. F du Plessis Tel No: (021) 483 3968
<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 35/391</u>	:	<u>ACCOUNTING CLERK: FINANCIAL ACCOUNTING (PAYMENTS) REF NO: WCMD 29/2026</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: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; understanding of the Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, (PFMA, Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR's), Preferential Procurement Policy Framework (PPPFA), Financial Manual); Financial operating systems, Personnel and Salary System (PERSAL), Basic Accounting System (BAS), Logical Information System (LOGIS); Understanding of the legislative framework governing the Public Service; Working procedures in terms of the work environment. Skills in the following: Computer; Planning and Organising; Language; Good Verbal and Written Communication; Basic Numeracy; Reporting; Job Knowledge; Interpersonal Relations; Flexibility; Teamwork; Accuracy; Aptitude of Figures; Willingness to work irregular hours and meet tight deadlines; Ability to perform routine tasks; Ability to operate office equipment; Ability to work under pressure.
<u>DUTIES</u>	:	Render Financial Accounting support services; Provide payment office clerical support services within the component; Render support with reporting responsibilities; Provide financial administration support services in the component.

<u>ENQUIRIES</u>	:	Mr S Soko Tel No: (021) 483 5015
<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 35/392</u>	:	<u>REGISTRY CLERK: SUPPORT SERVICES REF NO: WCMD 30/2026</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 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; Work in registry; Working procedures in terms of the work environment. Skills in the following: Computer; Planning and Organising; Language; Good Verbal and Written Communication; Job Knowledge; Interpersonal Relations; Flexibility; Teamwork; Willingness to work irregular hours and meet tight deadlines; Ability to perform routine tasks; Ability to operate office equipment; Ability to work under pressure.
<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/ disposal.
<u>ENQUIRIES</u>	:	Ms. C Mentoor Tel No: (021) 4832579
<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 35/393</u>	:	<u>DRIVER: GENERAL ADMINISTRATION (BRACKENFELL) REF NO: WCMD 37/2026</u>
<u>SALARY</u>	:	R144 024 - R169 656 per annum (Level 02)
<u>CENTRE</u>	:	Department of Western Cape Mobility Department, Western Cape Government.
<u>REQUIREMENTS</u>	:	Grade 10 qualification or A minimum of 7 months relevant experience; A Valid code B (or higher) driving license. Competencies: Knowledge of the following: Procedure to operate the vehicle e.g. procedures to obtain trip authorities complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre); Prescripts for the correct utilisation of the motor vehicle, how and for what purposes the motor vehicle can be utilised, what is the requirements for the storage of the vehicle; Procedures to ensure that the motor vehicle is maintained properly; Must be physically fit and able to move heavy equipment (responsible for the loading and off-loading of goods and motorcycles; Responsible for the safe movement of goods and knowledge on how to safely secure motorcycles when being transported. Skills in the following: Computer Literacy; Language; Planning and Organisation; Good Verbal and Written Communication; Customer Care; Creative Thinking; Must be physically fit and able to move heavy equipment; Willingness to work irregular hours and meet tight deadlines.
<u>DUTIES</u>	:	Provide a transport service for staff and students at the Gene Louw Traffic College; Provide a messenger service within the Directorate; Render support to the Transport Officer with the maintenance and cleaning of official vehicles in the Directorate; Ad hoc tasks.
<u>ENQUIRIES</u>	:	Mr. J Baugaard Tel No: (021) 983 1523
<u>APPLICATIONS</u>	:	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 2.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>	:	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 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.