

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

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	09 November 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 37/270</u>	:	<u>LECTURER: AGRONOMY (ELSENBURG) REF NO: AGR 20/2026 R1</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 4-year BSc degree (equivalent or higher qualification); A minimum of 3 years appropriate 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: Proven knowledge of the following: Agronomy Production and Pasture management; Vegetable crops produced and alternative crops produced in the Western Cape; Presentation; Verbal and Written communication skills; Computer literacy; Leadership, Planning and Organising skills; Formal training and presentation.
<u>DUTIES</u>	:	Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students through compilation of question papers and memorandums for examination; Administrative responsibilities; Keep abreast of applicable prescripts, policies, procedures, technologies and new developments in the subject field.
<u>ENQUIRIES</u>	:	Ms B Abrahams Tel No: (021) 808 5480.
<u>POST 37/271</u>	:	<u>LECTURER: HORTICULTURE & POMOLOGY (ELSENBURG) REF NO: AGR 72/2025 R1</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 4-year BSc degree (equivalent or higher qualification) majoring in Horticulture; A minimum of 3 years appropriate experience in Horticulture; A valid driving license (Code B or higher). Competencies: Proven knowledge of Pome fruit, Stone fruit, and Citrus fruit production; Skills in the following: Written and verbal communication; Proven computer literacy; Leadership, planning and organising; Formal training and presentation.
<u>DUTIES</u>	:	Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment

of students; Administrative responsibility; Keep abreast of applicable prescripts, policies, procedure, technologies and new developments in the subject field.

ENQUIRIES : Mr Ernst Moiler Tel No: (021) 808 5456

POST 37/272 : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): SOIL PLANT WATER INTERACTION (RIVIERSONDEREND TYGERHOEK) REF NO: AGR 56/2026**

SALARY : Grade A: R407 337 per annum
Grade C: R610 131 per annum

CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government
National Diploma in Soil Science or equivalent qualification; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in the appropriate field of practice; 3 years post qualification technical scientific experience; A valid driving licence. Competencies: Knowledge of the following: Soil Science research trials; Major small grain crops in the Western Cape; Soils in the Western Cape climate smart agriculture; Settings, calibration and basic maintenance of appropriate equipment and implements; Technical scientific inputs needed for research trials in the field; Farm work related to research; Technical planning skills; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication (written and verbal) skills; Ability to work independently and as part of a team.

DUTIES : Render technical assistance in research projects for the development of more efficient farming practices; Administer the creation/adaptation/maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions; Render advice and disseminate technical information to applicable role players; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES : Ms A Swanepoel Tel No: (021) 808 5320.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE : 09 November 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 37/273 : **DRIVER WITH SECONDARY FUNCTIONS: BLAAUWBERG REGION (TYGERBERG) REF NO: CAS 29/2026**

SALARY : R201 093 - R236 877 per annum (Level 04)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Junior Certificate (Grade 10) or equivalent qualification; A minimum of 1-year relevant experience; A valid Code B (or higher) driving licence with a valid

Professional Driving Permit (PrDP). Competencies: Knowledge of the following: Procedures to operate the motor 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 e.g. how and for what purposes the motor vehicle can be utilised, what are the requirements for the storage of the vehicle; Procedures to ensure that the motor vehicle is maintained properly; Procedures to perform messenger functions and routine office support functions like registry functions and the making of photocopies; City(ies) in which the functions will be performed. Skills in the following: Numeracy; Literacy; Driving.

DUTIES : Core driver function; Drive light and medium motor vehicles to transport passengers and deliver other items (equipment, mail and documents); Monitor and records routine maintenance on the allocated vehicle(s) and report defects timely; Complete all the required and prescribed records and logbooks with regards to the vehicle and the goods handled; Render a clerical support/messenger service in the relevant office: Collect and deliver documentation and related items in the department; Copy, scan, e-mail and make photocopies; Assist in registry, stationary store, or other general administration; Assist with preparing for monitoring visits; Load and offload vehicles; Assist with tasks during visits to libraries; Assist with Asset verification and asset controlling (books or equipment and furniture); Assist with checking lists and items issued or received on lists; Assist with handling new consignment lists; Ad hoc tasks as determined by the supervisor.

ENQUIRIES : Ms A Bromkamp Tel No: (021) 481 0213.
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 37/274 : **LIBRARY AID: FINANCE: LIBRARY ADMINISTRATIVE SUPPORT SERVICES REF NO: CAS 30/2026**

SALARY : R144 024 – R169 656 per annum (Level 02)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 10 (or equivalent qualification). Competencies: Basic communication skills; Numeracy; Computer literacy.

DUTIES : Preparation of library material for payments; Deliver and unpack books; Collect lists from Cataloguing; Assist with Library Material Processing and Distribution.

ENQUIRIES : Ms. M. Hendricks Tel No: (021) 4832436
APPLICATIONS : 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. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
 Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : 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 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 : 09 November 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 37/275</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 28/2026</u>
<u>SALARY CENTRE</u>	:	R487 197 - R573 897 per annum (Level 09) Department of Economic Development and Tourism, Western Cape Government.
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification at NQF Level 7 (Bachelor's Degree / Advanced Diploma) equivalent or higher; A minimum of 3 years Supply Chain Management experience at supervisory level. Competencies: Knowledge of the following: Human resources management function; Constitutional, legal, and institutional arrangements governing the South African public sector; Provincial policy development processes; Financial management processes; Strategic sourcing and Preferential Procurement/BEE; Procurement activities; Procurement policies, procedures, and contract management; Client needs, planning and organising interpretation of policy matters; Financial norms and standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Directives/Instructions); SCM Systems (Syspro, Logis, Integrated Procurement System, Basic Accounting System). Skills in the following: Numeracy; Computer Literacy; Language skills; Economic; Financial Analysis; Problem-solving; Team-building and strong interpersonal; Presentation; Project management; Communication (verbal and written); Planning, organising and people-management; Ability to work independently and as part of a team; Ability to work under pressure and to cope with high workload.
<u>DUTIES</u>	:	Perform the functional operation regarding Acquisition and Logistics Management; Perform the functional operation regarding Demand Management; Perform the functional operation regarding Contract Management; Provide Human Resource and Financial Management.
<u>ENQUIRIES</u>	:	Ms T Malgas Tel No: (021) 483 9148.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	09 November 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 37/276</u>	:	<u>ASSISTANT DIRECTOR: OFFICE OF THE HOD REF NO: EADP 19/2026</u>
<u>SALARY CENTRE</u>	:	R487 197 – R573 897 per annum (Level 09)
	:	Department of Environmental Affairs and Development Planning, Western Cape Government.
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 (equivalent or higher); 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; Accounting, Finance and Audit.
<u>DUTIES</u>	:	Render secretariat support to the HOD; Render an Administrative Support Service; Communication and Liaison; Managerial functions.
<u>ENQUIRIES</u>	:	Mr Gerhard Gerber Tel No: (021) 483 8315
<u>POST 37/277</u>	:	<u>ENVIRONMENTAL SUPPORT OFFICER: WASTE MANAGEMENT LICENSING REF NO: EADP 21/2026</u>
<u>SALARY CENTRE</u>	:	R413 001 - R486 501 per annum (Level 08)
	:	Department of Environmental Affairs and Development Planning, Western Cape Government.
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 (equivalent or higher) as recognised by SAQA; A minimum of 3 years administrative experience. Competencies: Knowledge of the following: Financial and administrative prescripts governing the public sector, the Western Cape Government and the Department; Legislation, regulations, policies, and prescripts that are relevant to the Department and the component; General office administration processes; Database and information management processes; Project administration processes; Record-keeping legislation, regulations, policies, prescripts and processes; People management prescripts, policies and processes; Supply Chain Management. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Outlook); Supervisory; Communication (written and verbal, literacy and language skills); Numeracy; Accounting, Finance and Audit; Project Management; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Facilitate procedural and administrative functions aligned with operational compliance; Coordinate and maintain environmental data systems to support policy implementation and regulatory reporting; Provide logistics and secretariat services to relevant stakeholders within the component; Administer financial processes to support environmentally aligned procurement,

		budgeting, and reporting functions; Asset management; Perform supervisory functions.
<u>ENQUIRIES</u>	:	Mr Lance McBain-Charles Tel No: (021) 483 2747.
<u>POST 37/278</u>	:	<u>ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): COASTAL MANAGEMENT REF NO: EADP 20/2026</u>
<u>SALARY CENTRE</u>	:	Grade A: R357 597 - R395 352 per annum, (OSD as prescribed)
	:	Department of Environmental Affairs and Development Planning, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate recognised 3-year B-Degree or Diploma (or equivalent qualification) in Environmental, Natural, Earth or Engineering Sciences; A valid (Code B or higher) driving licence. Competencies: Working knowledge of the following: Coastal and environmental management and ecological process; Relevant coastal, environmental and estuary legislation; Coastal, environmental and estuary management; Project management; Facilitation / stakeholder engagements. Skills in the following: Driving; Typing; Computer literacy in MS Office Package (Word, Excel, PowerPoint; Language skills; Information Technology; Report writing; Honesty and Integrity; Timeframes; Excellent communication and presentation skills; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Providing technical advice in support of the administration and implementation of NEM: ICMA and other applicable legislation, policies and strategies pertaining to coastal and estuary management; Supporting the administration and implementation of the NEM: ICMA and other applicable legislation, regulations, policies and strategies pertaining to coastal management; Support compliance and enforcement of NEM: ICMA; Support the implementation of the Provincial Estuarine Management Programme which gives effect to the NEM: ICM Act: National Estuarine Management Protocol; Supporting project, administrative and financial management.
<u>ENQUIRIES</u>	:	Ms Marlene Laros (email: Marlene.Laros@westerncape.gov.za).

DEPARTMENT OF HEALTH AND WELLNESS

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

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	30 October 2026, 17:00PM
<u>NOTE</u>	:	It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

MANAGEMENT ECHELON

<u>POST 37/279</u>	:	<u>CHIEF DIRECTOR: FACILITIES AND INFRASTRUCTURE MANAGEMENT</u> Directorate: Facilities and Infrastructure Management
<u>SALARY</u>	:	R1 554 696 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate tertiary qualification (NQF level 7) within a Built related environment as recognized by SAQA with at least 5 years' experience at a senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/ . All costs associated herewith are the responsibility of the applicant). Experience: Extensive experience in health infrastructure

management with the focus on planning and maintenance. 8 to 10 years' post qualifications experience within a Built related environment. Inherent requirement of the job: Valid driver's license and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of health infrastructure management. Knowledge and working experience with legislation, regulatory framework, policies and best practices. Strong leadership in terms of strategic planning, and project management. Knowledge and understanding of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Computer literacy (Ms Office).

DUTIES

: Manage the development and implementation of infrastructure policies, norms, standards, planning frameworks, business cases and strategic plans. Build and steward strategic relationships with intergovernmental, institutional and external partnership to enable coordinated infrastructure planning and delivery, proactively resolve dependencies and delivery constraints, and ensure shared accountability for infrastructure outcomes. Monitor project delivery, performance, commissioning and compliance with approved plans, standards and Service Delivery Agreements. Oversee the planning, procurement, commissioning, maintenance, and lifecycle management, of medical equipment, moveable assets and health technology. Develop and implement relevant policies, standards and procurement requirements to ensure functionality, value for money and service continuity. Responsible to lead the development of the Chief Directorate's strategic planning process. Development and management of the strategic and business plans for the Chief Directorate including change management. Build and steward strategic relationships with intergovernmental, institutional and external partnership to enable coordinated infrastructure planning and delivery, proactively resolve dependencies and delivery constraints, and ensure shared accountability for infrastructure outcomes. Manage the corporate service of the Chief Directorate. This includes Financial, Supply Chain, and People Management. Provide strategic leadership and oversight for nutrition and food services, security services, laundry and linen services, cleaning and hygiene services, waste management, environmental health, occupational and equipment safety, estate management and other facilities management support services through the development, implement and monitoring of policies, norms, standards and service delivery framework. Drive sustainable, climate resilience, utilities management, energy efficiency, digital enablement and facilities modernisation initiatives to enhance operational resilience, service continuity and value for money.

ENQUIRIES

: Ms N Nkosi Tel No: (021) 483-5490

NOTE

: No payment of any kind is required when applying for this post. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

OTHER POSTS

POST 37/280

: **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALITY: PAEDIATRIC CRITICAL CARE)**

SALARY

: Grade 1: R1 615 818 per annum
Grade 2: R1 844 151 per annum
Grade 3: R2 014 278 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE

: Tygerberg Hospital, Parow Valley

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric Critical Care. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Paediatric Critical Care. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Paediatric Critical Care. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatric Critical Care. **Grade**

		3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatric Critical Care. Inherent requirement of the job: A valid driver's license. Competencies (knowledge/skills): Appropriate experience working in Paediatric Critical Care. Appropriate experience in Paediatric Critical Care of post-cardiac surgery patients. Ability to function independently at a level of a Specialist in Paediatric Critical Care. Demonstrated interest in Paediatric Critical Care research. Working with multi-disciplinary teams. Computer literacy (e.g. Word, Excel, PowerPoint, etc.).
<u>DUTIES</u>	:	To render a comprehensive clinical service in Paediatric Critical Care. To provide clinical teaching in Paediatric Critical Care. To engage in Paediatric Critical Care research. Ecosystem support.
<u>ENQUIRIES</u>	:	Prof P Goussard Tel No: (021) 938-9220
<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 Medical Specialist in Paediatric Critical Care with the relevant council (including individuals who must apply for change in registration status)".
<u>POST 37/281</u>	:	<u>MANAGER: MEDICAL SERVICES GRADE 1</u> West Coast District
<u>SALARY</u>	:	Grade 1: R1 479 723 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Citrusdal Hospital, Cederberg Sub-district
<u>REQUIREMENTS</u>	:	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: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and essential skills to do after hour's work. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Appropriate knowledge of managing clinical services.
<u>DUTIES</u>	:	Strategic and operational management of all health services in the Cederberg Sub-district, including PHC and district hospital services. Ensure safe clinical services and acceptable practices that comply with the professional laws of the country. Establish systems to manage risks and quality in the Cederberg Sub-district in order to ensure support of the patient centred experience, compliance to national core standards and ideal clinics as well as improved information management. Ensure effective and efficient utilisation of allocated human, financial, infrastructure and health technology resources and support service delivery of all the health service platforms in the Cederberg Sub-district. Promote community involvement in the management of the Hospital and Clinic Services and ensure the active functioning of the Hospital Board.
<u>ENQUIRIES</u>	:	Mr W Caesar Tel No: (022) 814-0301
<u>NOTE</u>	:	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 managerial and clinical services across institutions in the Ecosystem, as needed to sustain health service delivery. Candidates may be subjected to a competency test. Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.
<u>POST 37/282</u>	:	<u>DEPUTY MANAGER NURSING (LEVEL 1 AND 2)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R1 069 215 per annum, (A portion of the package can be structured according to the individual's personal needs.)

<u>CENTRE REQUIREMENTS</u>	: Paarl Hospital
	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse or General Nurse. Experience: A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse. At least 4 years of the period referred to above must be appropriate / recognizable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to be on call and available in cases of emergency. Competencies (knowledge/skills): Knowledge of the relevant statutory and policy frameworks. Knowledge of quality assurance, infection prevention control and occupational health and safety. Demonstratable knowledge and experience of human resource and financial management. Good organizational, interpersonal, leadership, research and creative problem solving skills. Ability to communicate (written and verbal) and the ability to work on MS packages (Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	: Provide guidance and leadership towards the realization of strategic goals and objectives in participation with the executive management team. Provide professional, technical and management support for the provision of high-quality patient care through the management of nursing care programs. Develop and monitor the implementation of nursing policies, programmes regulations, practices, procedures and standards pertaining to nursing care. Responsible for clinical governance for nursing services and advocate to ensure the promotion of nursing ethos and professionalism. Ensure the efficient financial planning, control, and effective use of resources in areas such as procurement, budget control, assets and service prioritisation. Comprehensive human resource management, including staff development, motivation and performance improvement. Utilising technology and other information systems to collect, monitor and analyse data in order to enhance service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork to the benefit of holistic patient care. Able to apply stakeholder engagement, change management and continuous improvement principles to the benefit of the patients and staff of Paarl Hospital
<u>ENQUIRIES NOTE</u>	: Mr FM van der Watt, email: Francois.vanderwatt@westerncape.gov.za
	: No payment of any kind is required when applying for this post. Candidates may be subjected to a competency and practical test.
<u>POST 37/283</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3 (EMERGENCY MEDICINE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R1 041 402 per annum Grade 2: R1 188 255 per annum Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	: Karl Bremer Hospital
	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration

with 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: Valid driver's license. Willingness and ability to travel. Full commuted overtime is mandatory. Competencies (knowledge/skills): Ability to render high-quality Emergency Medicine service and appropriate experience in Emergency Medicine at District level. Strong ethical principles, relevant clinical & counselling skills, computer literacy, interpersonal skills, conflict resolution skills and teaching & training skills at undergraduate and medical intern level. Excellent clinical expertise and clinical governance. Team ethos, good leadership, communication, interpersonal, analytical and problem-solving skills.

DUTIES : Clinical service delivery in Emergency Medicine, performed in all areas of the Emergency Center Complex, including short stay units, with relevant procedural interventions. Clinical and administrative governance with effective self-organization, stewardship of scarce resources, participation in clinical reviews, with quality improvement, accurate medical record keeping and compliance with human resources and other policies. Teaching, training & research including supervision of undergraduate students, interns and junior doctors as well as participation in the hospital academic program. Systems management and domain specific outputs (Metro East Ecosystem) - rendering of high-quality care in all aspects of Emergency Medicine within the district level package of care, in a professional & collegial manner, aligned with the requirements & outputs of Emergency Medicine in the Metro East ecosystem.

ENQUIRIES : Dr M Abrams Tel No: (021) 918-1904
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Candidates will be subjected to a written/practical and oral assessment.

POST 37/284 : **MEDICAL OFFICER GRADE 1 TO 3 (STAFF/OCCUPATIONAL HEALTH CLINIC)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
 Grade 2: R1 188 255 per annum
 Grade 3: R1 375 245 per annum
 (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Office of the Chief Director: Metro Health Services
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as 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 recognised foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as 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 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 licence. Travelling to health facilities throughout the Cape Metro area. Post Graduate Diploma in Occupational Health (DOH). Willingness to participate in Commuted Overtime if operational requirements so demand. Competencies (knowledge/skills): Computer literacy (MS Office). Knowledge of Health risk management (HRA, Occ. Hygiene report assessment). Knowledge of Medical Adjudication (return to work medicals) and District Health services.
<u>DUTIES</u>	:	Establish, manage Occupational Health service and Monitoring and evaluation of all occupational illnesses and injuries. Hazard identification and risk management and Workplace Health Risk Assessments (HRA) and development of occupational risk exposure profiles. Policy Review, Formulation, Maintenance and Disseminate policies and procedures to enhance the safety of staff in the institute. OHS Services management, administration, and Governance of management structures. Provide occupational health technical input on procurement, education and training within areas of control, develop staff literacy on occupational Health and Safety principles, practices and guidelines within the district and the facilities. Documentation, Data management and reporting.
<u>ENQUIRIES</u>	:	Ms R Vallie Tel No: (021) 815-8685
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 37/285</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (CLINICAL HUB)</u> Chief Directorate: 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</u>	:	Emergency Medical Services
<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 a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, who are not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid code (B/EB) drivers licence. Willingness to participate in after-hours operational support when required. Ability to work within a dynamic healthcare environment. Ability to make independent clinical decisions and provide clinical leadership. Competencies (knowledge/skills): Knowledge of healthcare systems, emergency care pathways and patient referral processes. Knowledge of clinical governance, patient safety and quality improvement methodologies. Understanding of emergency medical services and health system integration.

		Ability to perform telephonic clinical assessments and risk stratification. Strong communication, presentation and interpersonal skills. Excellent analytical, problem-solving and decision-making abilities. Computer literacy in Microsoft Office applications. Ability to establish and maintain effective partnerships with healthcare providers and stakeholders.
<u>DUTIES</u>	:	Provide clinical leadership and governance within the EMS Clinical Hub. Conduct telephonic clinical assessment, prioritisation and risk stratification of selected patients. Support appropriate EMS resource allocation, escalation and patient navigation. Provide clinical oversight of alternative care pathways, including Hear and Treat, Hear and Refer and non-conveyance. Coordinate care across EMS, Primary Healthcare, Community Based Services, Palliative Care and Emergency Centre pathways. Develop, review and maintain clinical protocols, guidelines and standard operating procedures. Monitor patient safety, clinical quality and adherence to governance requirements. Analyse and report on clinical activity, outcomes and service performance. Provide training, mentoring and clinical support to EMS and Clinical Hub staff. Support service redesign initiatives to improve access to care and patient outcomes. Contribute to evaluation and continuous improvement of the Clinical Hub model.
<u>ENQUIRIES</u>	:	Dr K Meyer Tel No: (021) 508-4502
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 37/286</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)</u> <u>(MENTAL MALE HIGH CARE UNIT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R720 819 per annum
<u>CENTRE</u>	:	Valkenburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. 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'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 Mental Health Nursing. 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 a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Advanced Psychiatric Nursing Science after obtaining the one-year post-basic qualification in Advanced Psychiatric Nursing Science(R212) or a post-graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Inherent requirements of the job: Work night duty on a planned schedule to relief the night manager. A Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills, maintain constructive relationships with members of the multi-disciplinary team. Computer literacy. Basic financial management skills. The ability to communicate (verbal and written).
<u>DUTIES</u>	:	Ensure adherence to MHCA prescripts and other legislation. Effective management of the ward, hospital after hours, over weekends and public holidays on a planned basis and maintain good working relationships amongst all members of staff. Manage and monitor the effective utilisation of human, financial and physical resources as per departmental policies. Co-ordinate and actively participate in focused training and development of permanent staff and nursing students according to development plan. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.
<u>ENQUIRIES</u>	:	Mr V Nel Tel No: (021) 826-5801
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.

<u>POST 37/287</u>	:	<u>DEPUTY DIRECTOR: MANAGER HOSPITAL DEVELOPMENT (5/8TH POST)</u> Directorate: Facilities and Infrastructure Management
<u>SALARY</u>	:	R582 684 (5/8th) per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Tygerberg Hospital, Redevelopment Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate qualification (NQF level 7) in a related field (Business Administration / Economics or Property Studies). Experience: Appropriate experience in the role of Manager or Senior Manager at complex institutions involving multiple stakeholders and professional disciplines. Appropriate experience in planning and/or delivery of PPP projects. Appropriate experience in infrastructure project management. Appropriate experience in Health facility management. Appropriate experience in Stakeholder engagement. Appropriate experience in public Private Partnerships (PPP) from inception to implementation (I.e. drafting of PPP contract documentation, negotiations and implementation). Appropriate experience in contract management. Inherent requirements of the job: Ability to work extended hours (after hours and weekends) when required. Valid driver's license Code B/EB. Competencies (knowledge/skills): Knowledge and experience of programme and project management processes and methodologies related to the health environment, including planning, financial management, information systems, monitoring, and reporting. Knowledge and experience of relevant public sector legislation (e.g., PFMA) and infrastructure delivery processes and systems, with reference to the National Treasury PPP Regulation 16. Advanced computer literacy (Microsoft Office) and ability to use Project Management and graphics applications. Excellent verbal and written communication skills including presentations. The ability to independently analyse information and produce documents of a high standard.
<u>DUTIES</u>	:	Strategic planning for the redevelopment, management and implementation of the PPP central hospital project. Engage with relevant stakeholders of affected institutions in the project cycle and ensure on going consultation and buy-in from relevant stakeholders. Assist the Director with the development of Request for Proposal (RFP) documentation for a new Central Hospital. Assist the Director with negotiations and management of the PPP contract as directed. Budget management updating of expenditure and output targets. Assist the Director with administration and development functions.
<u>ENQUIRIES</u>	:	Mr K Langenhoven at (084) 257-7170
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 37/288</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (PEOPLE ADMINISTRATION)</u> Directorate: People Management Planning and Practices
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate National Diploma (NQF 6) or equivalent in Human Resources or related field. Experience: Extensive experience in People Administration. Appropriate supervisory or management experience. Extensive experience in PERSAL and Conditions of Service. Inherent requirements of the job: A valid Code B/EB driver's license. Competencies (knowledge/skills): Sound knowledge of relevant government and departmental policies, legislation and People Administration practices. Good managerial, strategic thinking and planning skills. Strong computer literacy, including proficiency in Microsoft Office. Sound knowledge of employee relations practices and policies.
<u>DUTIES</u>	:	Manage People Administration services for Head Office, including appointments, secondments, transfers, probation, OSD matters, terminations, allowances and leave administration. Coordinate transversal People Administration functions, including Long Service Awards, SMS employment contracts and related transversal matters. Manage PERSAL, salaries and allowances, ensuring accurate and compliant administration. Coordinate audit and compliance requirements, including HR audits, Internal Audit and Auditor-General processes for Head Office. Administer ORW and financial disclosure requirements for Head Office. Optimal management and development of staff in the component. Provide advice and guidance to Head Office management

		and institutions on People Administration policies, practices and Conditions of Service.
<u>ENQUIRIES</u>	:	Mr HC Herbert Tel No: (021) 483-4029
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Applicants will be required to undergo practical and competency testing.
<u>POST 37/289</u>	:	<u>ORAL HYGIENIST GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE</u>	:	Breede Valley Sub-district, (PHC Support Outreach)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Oral Hygienist. Registration with a professional council: Registration with the HPCSA as Oral Hygienist. Experience: Grade 1: None after registration as Oral Hygienist with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Oral Hygienist 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 10 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Oral Hygienist 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 20 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration as Oral Hygienist 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 EB driver's licence. Competencies (knowledge/skills): Ability to function independently, as well as in a multi-disciplinary team. Good communication, interpersonal and organising skills, Problem-solving abilities and analytical thinking. Computer literacy (MS Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Organise and conduct oral health promotion campaigns throughout the Breede Valley Sub District. Rendering of preventive and other oral health services throughout the Breede Valley Sub District at all identified clinics, at creches and schools. Referral to dentist and other health care professionals. Monitoring and evaluation of preventive programmes. Performing administrative duties. Quality Clinical Governance. Professional Ethics. Training. Support Functions.
<u>ENQUIRIES</u>	:	Ms A Theron Tel No: (023) 348-1316
<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 37/290</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 National Diploma (NQF 6) or equivalent in Accounting/Auditing, or any other relevant qualification inclusive of Financial Accounting III. 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): Practical experience with 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.
<u>DUTIES</u>	:	Overall assessment of AFS Template and analysis of the Modified Cash Standard. Compilation of Interim and Annual Financial Statements and assist with implementation/compliance iro AFS Disclosure Notes inputs. Provide guidance/advice around accounting issues iro AFS. Research, analyse and compile implementation plans iro Accounting standards. Compliance: Monthly/quarterly disclosure/financial reporting. Research, analyse and interpret accounting information. Project Management. Supervisory functions.
<u>ENQUIRIES</u>	:	Mr MN Davids Tel No: (021) 483-3176
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be required to do a computer literacy test and presentation as part of the evaluation process.
<u>POST 37/291</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (NURSING RELIEF TEAM)</u> (3 Month Contract) Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Prepared to work in all departments/wards according to the operational needs of the hospital. Competencies (knowledge/skills): Knowledge and understanding of nursing care processes, procedures, statuses, and other relevant legal and ethical practices. Computer literacy: MS Office, MS Outlook. Good Communication Skills and Report Writing. Appropriate experience in comprehensive nursing treatment and care to patients in a Mental Health Unit.
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
<u>ENQUIRIES</u>	:	Ms JE Isaacs Tel No: (021) 503-5000/5156
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status).
<u>POST 37/292</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum

	Grade 3: R495 423 per annum (Plus non pensionable rural allowance of 8% of your annual basic salary).
<u>CENTRE REQUIREMENTS</u>	: Ladismith Clinic, Kannaland Sub-district : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work overtime when needed. Valid driver's license and willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): Planning and organisational Skills. Self-discipline and motivation. The ability to function independently under pressure. Good communication skills.
<u>DUTIES</u>	: Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES NOTE</u>	: Ms S Labuschagne Tel No: (028) 551-1010 : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). 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 37/293</u>	: <u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R275 340 per annum Grade 2: R318 666 per annum Grade 3: R343 761 per annum
<u>CENTRE</u>	: Mitchells Plain CHC (X1 Post) Mitchells Plain District Hospital (X1 Post)
<u>REQUIREMENTS</u>	: Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a professional council: Registration with the SAPC as a Pharmacist's Assistant (Post-Basic) or as Pharmacist Assistant (Post-Basic) (Institutional). Experience: Grade 1: None after registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC.
<u>DUTIES</u>	: Dispensing and capturing prescriptions under supervision of pharmacists. Receiving stock from supplier and capturing thereof and stock control management. Ordering and issuing stock. Manufacturing mixtures under the supervision of the pharmacist. Provide instructions regarding the correct use of medicines supplied. Provide information to individuals to promote health. Support and assist pharmacist with regards to administrative tasks.

<u>ENQUIRIES</u>	:	Mr M Roomanay Tel No: (021) 370-5128
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointments on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Candidates will be subjected to a written/practical and oral assessment.
<u>POST 37/294</u>	:	<u>ADMINISTRATION CLERK: FINANCE</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate Experience in Financial Management, specifically focused on Creditor Management and Asset & Liability Accounting. Inherent requirements of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Computer literacy. Numerical skills. Ability to interpret and apply policies. Systematic thinking and attention to detail.
<u>DUTIES</u>	:	Capturing and processing of Logis and BAS payments on receipt and in compliance to the PFMA, NTR's, PTI's and Departmental Finance Instructions and Circulars. Confirming accuracy, completeness and validity of payment supporting documentation. Batching and filing of supporting documentation. Timeous resolution of supplier and management queries. Reconciliation of Creditors' Statements monthly and remittance of payments made. Monitoring and clearing of Asset and Liability accounts reporting on a monthly basis. Processing of Journals to correct incorrect expenditure. Allocation of expenditure according to the correct SCOA. Provide assistance and support within the Finance and Supply Chain Management components.
<u>ENQUIRIES</u>	:	Mr S Isaacs Tel No: (021) 402-6217
<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 37/295</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (MEDICAL RECORDS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Brackengate Transitional Care Facility
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a Medical Records environment in a hospital setting. Appropriate experience in patient administration. Inherent requirements of the job: Valid driver's license. Expected to travel between Western Cape Rehabilitation Centre and Brackengate Transitional Care Facility to provide support when operationally required. Willingness to provide support within the Admissions and Fees departments when operationally required. Competencies (knowledge/skills): Knowledge of data capturing, preparation, quality assurance of files. Knowledge of the Western Cape Archive Act. Computer literacy (MS Word, Excel). Knowledge of Clinicom System.
<u>DUTIES</u>	:	To deliver an effective medical records service to the hospital. To manage and maintain patient files. Archiving and disposal of patient files. Collect, compile and submit statistics to supervisor. Printing of reports and retrieving files for various departments. Provide effective support to supervisor, colleagues and other departments.
<u>ENQUIRIES</u>	:	Mr A Peters Tel No: (021) 834-5834
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 37/296</u>	:	<u>ADMINISTRATION CLERK: FINANCE (EXPENDITURE CONTROL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum

<u>CENTRE REQUIREMENTS</u>	:	Victoria Hospital
	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject. Experience: Appropriate and relevant experience of Creditors Maintenance. Experience of Bas and Logis. Competencies (knowledge/skills): Analytical thinking, planning and organisational skills. Knowledge of ESL, and EPS systems. Computer literate (MS Office: Excel, Word and Outlook). Good interpersonal and communication skills. Knowledge of the Public Finance Management Act (PFMA), National Treasury Regulations and Procurement and Finance related prescripts.
<u>DUTIES</u>	:	Verify and process creditor's payments within the 30day payment threshold on Logis & Bas. Apply and verify SCOA application. Perform supplier reconciliations and accounts maintenance. Document control and timeous resolution of supplier and management queries. Maintain an accurate accounting system. Perform relief duties and assist with general tasks within Supply Chain Management Maintain accurate filling system.
<u>ENQUIRIES</u>	:	Ms A Delcarme Tel No: (021) 799-1289 or email: Andrea.Delcarme@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 37/297</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (TRANSPORT)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Transport and Support Services experience. Inherent requirement of the job: Valid (Code B) driver's licence. Willingness to rotate to other departments within the support service component if the need arises. Competencies (knowledge/skills): Appropriate computer skills in MS Office (MS Word, Excel, Outlook). Appropriate administrative experience and knowledge of policies and practices. Knowledge of Human Resource Management, Labour legislation and sound knowledge of Transport Circular 4 of 2000 and Government Motor Transport Handbook Version 1 of 2019. Good interpersonal skills, organizational skills, the ability to function under pressure and maintain confidentiality and excellent communication skills (verbal and written). Ability to accept accountability, responsibility to work independently, good interpersonal skills and sober habits. Knowledge of Transport Regulations and Circular no 4 of 2000. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Applied knowledge of the Transport Handbook 1 of 2019. Knowledge on PERMIS/SPMS system. Working knowledge and understanding of the legislative framework governing the Public Service.
<u>DUTIES</u>	:	Provide an effective administrative service to the Support Services component. Responsible for Fleet management and ensure that vehicles are maintained (roadworthy, clean, regularly serviced and inspected). Capturing of Odometers and log sheets for audit purposes. Ensure that all accidents reports are captured. Provide a support function to the Supervisor with regards to prevention and reporting of misuse of Government Motor Transport and fraud investigation. Complete and maintain registers. Effective control and ordering of stock and equipment.
<u>ENQUIRIES</u>	:	Ms D Mentor Tel No: (021) 938-4243
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
<u>POST 37/298</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	:	Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE</u>	:	Moorreesburg Clinic, Swartland Sub-district PHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the

SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work overtime when necessary. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Community Participation.

ENQUIRIES : Mr RA Christoffels Tel No: (022) 482-2729

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

DEPARTMENT OF INFRASTRUCTURE

CLOSING DATE : 09 November 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

POST 37/299 : **DIRECTOR: GRANT AND MUNICIPAL PERFORMANCE MANAGEMENT**
REF NO: DOI 78/2026

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary package)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : A relevant NQF level 7 qualification or equivalent as recognised by SAQA; - A minimum of 5 years' experience middle/senior management experience. Competencies: Knowledge: Proven knowledge and understanding of public service procedures, processes and systems, Proven knowledge and understanding of engineering, legal and operational compliance, Proven knowledge and practical application of the National and Provincial Housing Act, Western Cape Housing Development Act, National Housing Code, guidelines and other related housing policies and prescripts, Proven knowledge and practical application of the Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBC) guidelines, as well as the National Building Regulations, Proven knowledge and understanding of the latest building legislation, building contracts and Contract Administration, Proven knowledge and understanding of project design and project management in the built environment, Proven knowledge and understanding of strategic policies, guidelines, standard procedures and best practices relevant to human settlement implementation., Proven knowledge and understanding of Human Settlements and Local Government delivery issues , Proven knowledge and understanding of the global and local political economics and social affairs impacting on the Province of the Western Cape, Proven knowledge and practical application of the Public Finance Management Act (PFMA), Proven knowledge and practical application of financial management processes and related Acts, regulations and the ability to set up budgets, Proven knowledge and practical application of the Occupational Health and Safety Act (OCHSA), Proven knowledge and understanding of 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 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 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 functioning of the Province and the activities of sister departments, Proven knowledge and understanding of the policies of the government of the day, Basic 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, Economic, financial analysis, Legal Administration, Strategic Planning Competencies: Strategic Capability and Leadership, Project and Programme Management, Change Management, People Management and Empowerment, Financial Management.

DUTIES : Line Management: Strategic management, advice and guidance in respect of the following functional areas: Monitor housing expenditure and administer housing project claims related to all the National Housing Programmes: Cashflow meetings, Municipal Engagements, DORA reporting; Assess overall housing delivery performance of municipalities: Municipal Engagements, DORA reporting, Interim delivery reporting Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of 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: Human Settlements Implementation 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 Branch Human Settlements, 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 the Branch Human Settlements, Report to the Chief Director: Human Settlements Planning 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 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.

<u>ENQUIRIES</u>	:	Shaffida Andrews / Shaffida.Andrews@westerncape.gov.za .
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 37/300</u>	:	<u>DIRECTOR: LAND AND ASSET MANAGEMENT REF NO: DOI 79/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Infrastructure, 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. Competencies: Knowledge: Proven knowledge and understanding of public service procedures, processes and systems, Proven knowledge and understanding of engineering, legal and operational compliance, Knowledge of property management, Proven knowledge and practical application of the National and Provincial Housing Act, Western Cape Housing Development Act, National Housing Code, guidelines and other related housing policies and prescripts, Proven knowledge and practical application of the Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBRC) guidelines, as well as the National Building Regulations, Proven knowledge and understanding of the latest building legislation, building contracts and Contract Administration. Proven knowledge and understanding of project design and project management in the built environment, Proven knowledge and understanding of strategic policies, guidelines, standard procedures and best practices relevant to human settlement implementation, Proven knowledge and understanding of Human Settlements and Local Government delivery issues, Proven knowledge and understanding of the global and local political economics and social affairs impacting on the Province of the Western Cape, Proven knowledge and practical application of the Public Finance Management Act (PFMA), Proven knowledge and practical application of financial management processes and related Acts, regulations

and the ability to set up budgets, Proven knowledge and practical application of the Occupational Health and Safety Act (OCHSA), Proven knowledge and understanding of 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 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 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 functioning of the Province and the activities of sister departments, Proven knowledge and understanding of the policies of the government of the day, Basic 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, Economic, financial analysis, Legal Administration, Strategic Planning Competencies: Strategic Capability and Leadership, Project and Programme Management, Change Management, People Management and Empowerment, Financial Management.

DUTIES

: Line Management: Strategic management, advice and guidance in respect of the following functional areas: Promote the issuing of title deeds, manage the transfer of properties to housing debtors and manage the rental housing portfolio of the Department, Manage the following in respect of Title Deed Administration: Conveyancing, Title Deed Vault Management, the Pre-Emptive Rights process and the Title Deed Restoration Process', Manage the following in respect of leasing: sourcing of tenants, the terms of the lease agreement, efficient implementation of the maintenance budget and maximizing rental collection, Manage and facilitate the disposal of properties/land, Implement the disposal plan (devolution of property to Municipalities) in terms of section 15 of the Housing Act (Act 107 of 1997)., Facilitate the finalization of outstanding Land Availability Agreements, Manage the immovable assets and update the property register, Verification of the Housing Immoveable Assets of the Department of Infrastructure, Sanitisation of the National Debtor System with respect to immoveable assets 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: Human Settlements Planning 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 Branch Human Settlements, 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 the Branch Human Settlements, Report to the Chief Director: Human Settlements Planning 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 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 : Shaffida Andrews / Shaffida.Andrews@westerncape.gov.za.
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>

OTHER POSTS

POST 37/301 : **CHIEF ENGINEER (GRADE A): MATERIALS REF NO: DOI 41/2026 R1**

SALARY : Grade A: R1 317 108 per annum, (all-inclusive salary package), (OSD as prescribed).

CENTRE : Department of Infrastructure, Western Cape Government.
REQUIREMENTS : An appropriate Engineering degree (B Eng/BSC (Eng)) or relevant qualification); Six years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving license. Competencies: Technical: Programme and project management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Ensure material design standards, specifications and quality control processes are applied and continuously improved; Lead innovation and improvements in road materials; Support asset management through the use of materials performance data; Provide technical advice on materials for development applications, abnormal loads and impacts on the road network; Guide laboratory testing, field investigations and material monitoring to support sound decision-making. Generic: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Communication; Computer skills; People management; Planning and organising; Conflict management; Negotiation skills; Change management.

DUTIES : Engineering design and analysis effectiveness; Maintain engineering operational effectiveness; Governance: Allocate, control, monitor and report on all resources; Financial Management; People management.

ENQUIRIES : mughtar.petersen@westerncape.gov.za.
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>

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 37/302</u>	:	<u>CONTROL ENGINEERING TECHNOLOGIST: MATERIALS LABORATORY</u> <u>REF NO: DOI 46/2026 R1</u>
<u>SALARY</u>	:	Grade A: R958 776 per annum, (all-inclusive salary package), (OSD as prescribed).
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government.
<u>REQUIREMENTS</u>	:	Bachelor of Technology in Engineering (B Tech) or relevant qualification; Six years post qualification Engineering Technologist experience required; Compulsory registration with ECSA as a Professional Engineering Technologist; A valid code B driving license. Competencies: Technical: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Knowledge of road construction materials and testing methods; Understanding of applicable standards and laboratory accreditation systems; Materials data analysis and interpretation; Laboratory quality management. Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Change management; Financial management; Customer focus and responsiveness; Communication; Computer skills; Planning and organising; People management.
<u>DUTIES</u>	:	Manage technological advisory services: Plan technological support to Engineers and associate professionals in the field; Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements; Solve broadly defined technological challenges through application of proven techniques and procedures; and Develop, maintain and manage current technologies; Monitoring and evaluation of technological designs; Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority; and Identify and optimize technical solutions by applying engineering principles; Manage administrative and related functions: Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technological/engineering operational plan; Ensure the development, implementation and maintenance databases; and Manage and supervise technological and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; To liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Mr M Petersen Tel No: (021) 483 2216
<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>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 37/303</u>	:	<u>CONTROL ENGINEERING TECHNOLOGIST: TRAFFIC ENGINEERING SUPPORT AND SAFETY REF NO: DOI 175/2025 R1</u>
<u>SALARY</u>	:	Grade A: R958 776 per annum, (all-inclusive salary package), (OSD as prescribed).
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government.
	:	Bachelor of Technology in Civil Engineering (B Tech) or relevant qualification; A minimum of six years post qualification Engineering Technologist experience required; Compulsory registration with ECSA as a Professional Engineering Technologist; A valid code B driving license. Competencies: Knowledge of the following: Project Management, Technical design and traffic analysis; Research and Development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership; Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.
<u>DUTIES</u>	:	Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Chow Tel No: (021) 483 2104
	:	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>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 37/304</u>	:	<u>QUANTITY SURVEYOR (PRODUCTION LEVEL): EDUCATION</u> <u>INFRASTRUCTURE REF NO: DOI 80/2026</u>
<u>SALARY</u>	:	Grade A: R791 604 per annum Grade C: R1 189 767 per annum (Salary will be determined based on post registration experience as per the OSD prescript).
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with the South African Council of Quantity Survey Professionals (SACQSP) as a Professional Quantity Surveyor; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Technical: Programme and project management; Quantity Survey principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; creating high-performance culture; Networking; Professional judgement. Generic: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.
<u>DUTIES</u>	:	Perform quantity surveying activities on buildings, structures or facilities; Co-ordinate professional teams on all aspects regarding quantity surveying; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration; Human capital development; Mentor, train and develop candidate quantity surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development; Continuous professional development according to council guidelines; Research/literature studies on quantity survey to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.
<u>ENQUIRIES</u>	:	Ms J Van der Merwe at (084) 026 0835.
<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>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 37/305</u>	:	<u>TOWN AND REGIONAL PLANNER (PRODUCTION LEVEL) REF NO: DOI 77/2026 (X2 POSTS)</u> 12 Month Period
<u>SALARY</u>	:	Grade A: R791 604 - R849 525 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate B-Degree in Urban/Town and Regional Planning or equivalent qualification; Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment; Three years post qualification Town and Regional Planning experience required; A valid Code B driving licence. Competencies: Working knowledge of the following: National and Provincial human settlements strategic goals, objectives, targets, activities; Relevant public service legislation, policies and guidelines with focuses on human settlements, local government or related; Housing Act, Western Cape Housing Development Act, National Housing Code and guidelines; Built environment related to human settlements; Town and Regional Planning; Town and Regional Planning legal compliance; Project coordination, integration, communication and control of project activities; Local authorities, national departments and other provincial departments; Municipalities, inter-governmental relations and community dynamics; Human settlement planning and budgeting processes; Project Management; Human settlement fraternity/delivery; Functioning of the Province and activities of sister departments; managing stakeholder engagement processes; Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Provincial Treasury Instructions, financial legislation, prescripts, policies, guidelines, delegations, norms and standards, procedures and best practices in the Public Sector. Skills in the following: Good communication skills (written and verbal); Good computer literacy skills in Microsoft Project, Microsoft Planner, MS Office, Internet, Arc Map GIS/Arc View GIS; Good financial and project management; Good time management, planning, organising, customer, client liaison and networking; Good dispute, conflict resolution and problem-solving; Good implementation and monitoring; Good report-writing; Good analytical thinking; Good research; Basic numeracy.
<u>DUTIES</u>	:	Influence forward planning through the IDP and sectoral plans; Render technical support in Project Planning and Packaging; Undertake transversal planning; Knowledge Management and Record keeping.
<u>ENQUIRIES</u>	:	Dr RN Robertson Tel No: (021) 483 5609
<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>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 37/306</u>	:	<u>STATE ACCOUNTANT: REPORTING REF NO: DOI 76/2026</u>
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 (equivalent or higher qualification) as recognised by SAQA; A minimum of 1-year relevant experience in a relevant field. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks and policies; Operational management practices; Procurement and tendering processes; Public service procedures, processes and systems; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; National Treasury Regulations (NTR); Division of Revenue (DORA); Basic Accounting System (BAS); Logistical Information System LOGIS; Compilation of financial statements; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Accounting, Finance and Audit; Report writing; Organising and planning; Communication skills (written and verbally); Analytical; Presentation.
<u>DUTIES</u>	:	Provide effective and efficient expenditure and payment services; Monitor and report on financial transactions; Provide bookkeeping and financial accounting services; Provide salary administration and debt management services; Provide banking and cash management services; Supervisory functions.
<u>ENQUIRIES</u>	:	Ms Sonia Farao Tel No: (021) 483 5514
<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>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 37/307</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT AND FLEET ADMINISTRATION (BELLVILLE) REF NO: DOI 48/2026</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 (equivalent or higher) as recognised by SAQA; A minimum of 1-year 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 and understanding of the following: Information systems that aid in the management of the line function; Procurement and tendering processes; Monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Human resources management processes; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Communication skills (written and verbal); Planning and organising; Administrative skills; Interpersonal; People management.

<u>DUTIES</u>	:	Fleet administration, asset control and operational compliance management; Administer, verify and maintain the motor driver's licence register for all personnel; Administrative support services and stakeholder management; Filing and records management; Administration of workshop, service and parts manuals; Handle telephonic enquiries; Provide administrative support to professional and technical staff; Administration of filing and registry files; Respond to machine and procurement enquiries; Manage communication channels; Coordinate stationery requirements; Administer the Plant Management Competition People management, capacity building and performance development; Manage staff, including work allocation, supervision and mentoring; Implement and oversee the Staff Performance Management System (SPMS) for reporting staff, including contracting, reviews and final assessments; Apply progressive discipline where necessary, in line with labour relations prescripts and departmental policies; Identify staff development needs and facilitate training, coaching and other capacity-building initiatives.
<u>ENQUIRIES</u>	:	Ms H Kleinhans Tel No: (021) 959 7700
<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>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 37/308</u>	:	<u>ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 2 REF NO: DOI 132/2025 R1 (X2 POSTS AVAILABLE IN MOSSEL BAY AND UNIONDALE)</u>
<u>SALARY</u>	:	R201 093 - R236 877 per annum (Level 04)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 (equivalent or higher qualification); A minimum of 3 years semi-skilled manual experience; A valid (Code EC) driving licence with professional drivers permit (PDP). Competencies: Good understanding of the maintenance and repair of defects on roads and within road reserves; Conflict and diversity management; Experience in the operating of more than one large construction machine; Supervision of stuff; Civil construction activities; Skills in the following: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
<u>DUTIES</u>	:	Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for roads maintenance work and construction work; Plan and supervise maintenance and construction of roads, premises and building; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding of work areas and construction machines in terms of the Health and Safety Act; Discipline subordinates and apply proper labour relations.
<u>ENQUIRIES</u>	:	Mr M Stegmann Tel No: (044) 272 6071
<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>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 37/309</u>	:	<u>STORES ASSISTANT: SUPPLY CHAIN MANAGEMENT AND FLEET ADMINISTRATION (BELLVILLE) REF NO: DOI 42/2026</u>
<u>SALARY</u>	:	R144 024 - R169 656 per annum (Level 02)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 9/ NQF level 1 (equivalent or higher qualification). Competencies: Knowledge and understanding of the following: Basic storekeeping and stock control procedures; Receiving, recording, safeguarding and issuing of stock; Inventory control and stocktaking processes; Record management and filing procedures; Occupational Health and Safety requirements; Asset management principles; Safe handling and storage of fuel, lubricants and chemical; Skills in the following: Numeracy and Literacy; Basic computer Literacy; Operating equipment and handling stock; Communication; Stock Control record-keeping; Interpersonal and teamwork; Organising and planning.
<u>DUTIES</u>	:	Stores administration and inventory record management; Stores operations, inventory control and safekeeping; Fuel and consumables management; Operational support and asset management assistance.
<u>ENQUIRIES</u>	:	Ms. Lucinda Arendse Tel No: (021) 959 7700
<u>APPLICATIONS</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. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. 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 LOCAL GOVERNMENT

APPLICATIONS

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

CLOSING DATE

: 09 November 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 37/310</u>	:	<u>DIRECTOR: MUNICIPAL INFRASTRUCTURE REF NO: LG 45/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	A relevant qualification on NQF level 7 as recognised by SAQA; 5 years' middle/senior management experience. Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.
<u>DUTIES</u>	:	Monitor municipal infrastructure planning, maintenance, development and budgeting; Facilitate long-term municipal infrastructure planning and funding with due regard to municipal budgets and joint district and metro approach processes; Facilitate support to municipalities with full life-cycle asset planning, frameworks, policies and systems; Support municipalities with infrastructure governance and services delivery; Ensure that monitoring of performance of municipalities and provide professional and technical support with regard to the implementation of the Municipal Capital Budget; Strategic Management (including change management); and Financial and People Management.
<u>ENQUIRIES</u>	:	Mr. Franick Matthee Tel No: (021) 483 2051

OTHER POST

<u>POST 37/311</u>	:	<u>PERSONAL ASSISTANT: HOD SUPPORT REF NO: LG 46/2026</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Department of Local Government, 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: In-depth knowledge and understanding of the relevant legislation/policies / prescripts and procedures; Financial administration; Professional ethics, integrity, confidentiality and discretion; Effective time Management and ability to meet deadlines; Excellent interpersonal relations; Planning, organising and coordinating tasks effectively; Sound judgement and decision-making; Customer service orientation. Skills in the following: Excellent telephone etiquette; Computer literacy in MS Office Package (Word, Excel, PowerPoint, Teams, Outlook and Internet); Financial Management; Strong Language and Communication Skills (written and verbal); Good interpersonal and people-management skills; High level of reliability and dependability; Sound organisational and planning skills; Ability to act with tact and discretion; Ability to maintain confidentiality and exercise sound judgement in handling sensitive matters; Self-management and self-motivation; Ability to work under pressure and manage competing priorities; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms D Benjamin Tel No: (021) 483 3938
<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.

POLICE OVERSIGHT AND COMMUNITY SAFETY

<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>	:	09 November 2026
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

<u>POST 37/312</u>	:	<u>REGISTRY CLERK: SPECIALISED AUXILIARY SERVICES REF NO: POCS 19/2026</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Police Oversight and Community Safety, 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 a operate computer; Working knowledge and understanding of the legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Understanding of the work in registry. Skills in the following: Numeracy; Language; Computer Literacy; Planning and organisation; Good verbal and written communication skills.
<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 Leandré Barends Tel No: (021) 483 3414

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>	:	09 November 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 37/313 : **STATE LAW ADVISOR: LEGAL GOVERNANCE REF NO: DOTP 26/2026R1 (X3 POSTS)**

SALARY : LP 7: R970 221 - R1 045 197 per annum; (all-inclusive salary package), (OSD as prescribed).
LP 8: R1 138 698 - R1 600 893 per annum; (all-inclusive salary package), (OSD as prescribed).

CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An LLB-Degree with admission as an Advocate or Attorney; **LP 7:** A minimum of 5 years' appropriate practical post qualification legal experience; **LP 8:** A minimum of 9 years' appropriate practical post qualification legal experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Constitutional, legal and institutional arrangements governing the South African public sector; Constitutional Law, PAJA, PAIA, POPIA, Interpretation of Statutes; Procurement and tendering processes; Relevant legislation, case law litigation trends as well as thorough understanding of the regulatory framework, policies and best practices that influence line functions. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Exceptional communication skills (written and verbal); Presentation and facilitation skills; Project Management.

DUTIES : Render legal training to departments, public entities and municipalities; Render legal research and advisory services on governance matters, including proactive counsel to the executive and departments; Render legal governance assessments and reporting services to provincial departments and entities; Render transversal legal governance service in respect of the Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA), Protection of Personal Information Act (POPIA) and other constitutional legislation; Review and maintain delegations for members of the executive and departments.

ENQUIRIES : Ms S van Aarde Tel No: (021) 483 8433

POST 37/314 : **PROGRAMME MANAGER: (E-GOVERNMENT FOR CITIZENS) REF NO: DOTP 24/2026**

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/Bachelor's); a minimum of 3 years on a middle management level experience. Competencies: Knowledge of and working experience in 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; manage projects; implement operational management practices; implement mentoring and coaching practices; manage national and provincial human resources, financial management and supply chain management instruments and legislation;

		support and implement national and provincial policies of the government of the day; understand and support provincial government functions and services; manage the statutory framework governing the broad management of the public service; manage staff performance management systems; manage disciplinary and grievance procedures; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; Other: conduct analysis; perform benchmarking; apply conceptual, interpretive and formulation skills; conduct diagnostic assessments; facilitate and provide process consultation; influence stakeholders; implement innovative problem-solving; design interventions; conduct interviews; provide leadership; listen effectively; mentor and coach; motivate staff and stakeholders; negotiate effectively; build and maintain professional networks; plan and organise activities; deliver presentations; conduct research; build effective teams; maintain strong interpersonal relationships.
<u>DUTIES</u>	:	Guide the maintenance and enhancement of citizen digital engagement across WCG channels; Provide residence with the necessary infrastructure and skills development opportunities to and use access government services using technology; Deliver efficient, citizen-centred services across digital channels; Provide a data and reporting service for WCG digital channels; Plan and manage the work of and account for the overall performance of the Sub-directorate; Manage people and finance.
<u>ENQUIRIES</u>	:	Mr C wakeford Tel No: (021) 483 3528
<u>POST 37/315</u>	:	<u>DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS REF NO: DOTP 103/2026</u>
<u>SALARY</u>	:	R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government.
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 or equivalent in Commerce / Law / Auditing / Forensics / BCom IT or Informatics, or another relevant qualification. A minimum of 3 years' relevant middle-management experience, or 6 years operational experience in a forensic investigation, governance or related environment, with practical experience in conducting and reporting on forensic investigations. 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; conduct data analytics and use digital forensic tools, including Audit Command Language, IBM i2 Analyst's Notebook, Intella or similar tools, to collect, analyse and preserve evidence; manage projects; implement operational management practices; 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; 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, National and Provincial Treasury Regulations 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; support the policies of the government of the day; manage Labour Relations legislation and regulations; manage performance management processes; Skills: perform numeracy and literacy functions; perform literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; perform legal administration; conduct forensic investigations and analysis; Other: conduct forensic interviews and evaluate evidence; draft forensic reports, legal documents and presentations; analyse, interpret and conceptualise complex information; solve problems; collect, analyse and visualise large datasets and draw appropriate conclusions; negotiate, resolve conflicts, consult and liaise with stakeholders; use digital forensic tools, data analytics and relevant forensic IT applications; plan and organise activities; conduct quality assurance; manage projects; manage people; coach and mentor staff; manage performance; work effectively under

		pressure; manage ambiguity; maintain confidentiality, independence, ethical conduct and professional standards.
<u>DUTIES</u>	:	Manage forensic investigation intake, assessment, planning and prevention support; Manage and quality assure the execution of forensic investigations and lifestyle investigations / audit; Manage investigation reporting, recommendations and case finalisation; Plan and manage the work of and account for the overall performance of the allocated departments; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Ms W Hansby Tel No: (021) 483 4593.
<u>POST 37/316</u>	:	<u>DEPUTY DIRECTOR: TRANSVERSAL WORK ORGANISATION CAPACITY ENABLEMENT REF NO: DOTP 114/2026</u>
<u>SALARY</u>	:	R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 6 as recognised by SAQA in Social Sciences, Humanities, Industrial Engineering, Industrial Psychology, Public and Business Management Science or related; A minimum of 3 years middle-management level experience. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organisation development; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; 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 needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting Finance and Audit; Analytical; Data analysis and interpretation; ICT Systems Awareness; Data driven decision making; 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.
<u>DUTIES</u>	:	Lead departmental work organisation capacity services; Lead transversal job design services; Lead transversal organisation design and alignment; Manage transversal service delivery initiatives; Manage client relationship and projects; Plan and manage the work of and account for overall performance of the sub-directorate; People and Financial Management ; It will be advantageous to have the following: Experience in Business Process Management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<u>ENQUIRIES</u>	:	Nicole Smith Tel No: (021) 466 9542
<u>POST 37/317</u>	:	<u>ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: DOTP 105/2026</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	A minimum of 3-year post-school qualification; a minimum of 5 years relevant experience. Competencies: Knowledge of the following: Administer and interpret relevant employee and labour relations prescripts, including the Employment of Educators Act, 76 of 1998, Public Service Act, 1994, South African Schools Act, 84 of 1996, Basic Conditions of Employment Act (BCEA), 75 of 1997, and applicable resolutions and collective agreements pertaining to educators and public servants; manage modern labour relations processes, methods and techniques; manage requirements arising from labour-related legislation; manage grievances, disciplinary and misconduct procedures;

		conduct and manage negotiations; implement the policies and priorities of the government of the day at provincial and national level; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform legal administration; Other: provide leadership; maintain effective interpersonal relationships; communicate effectively in writing and verbally; analyse information; solve problems; make sound decisions; facilitate and deliver presentations; resolve conflicts; plan and organise activities; negotiate effectively.
<u>DUTIES</u>	:	Provide support to Institutional Management and Labour Committees (IMLCs); Facilitate and coordinate the representation and employer function in the collective bargaining process; Implement and monitor the application of collective agreements; Facilitate the execution of organisational rights of unions; People management.
<u>ENQUIRIES</u>	:	Ms H Erasmus Tel No: (021) 483 3534
<u>POST 37/318</u>	:	<u>ORGANISATIONAL DEVELOPMENT PRACTITIONER: JOB DESIGN AND EVALUATION REF NO: DOTP 104/2026</u>
<u>SALARY</u>	:	R413 001- R486 501 per annum (Level 08)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF Level 6 or equivalent; a minimum of 1-year relevant experience. 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>	:	Provide and support departmental work organisation capacity improvements; Provide a job design service; Provide transversal organisation design and alignment service; Provide and facilitate transversal service delivery and Batho Pele services; Provide input and support with practice enablement and development.
<u>ENQUIRIES</u>	:	Ms McClusky at 074 905 8302
<u>POST 37/319</u>	:	<u>ORGANISATIONAL DEVELOPMENT PRACTITIONER: DEPARTMENTAL WORK ORGANISATION CAPACITY DEVELOPMENT REF NO: DOTP 107/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R413 001- R486 501 per annum (Level 08)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organisation development; Organisation development theory, practice, and techniques regarding organisation design, process development and improvement and behaviour; 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 needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Analytical skills; Benchmarking skills; Conceptual, interpretive and formulation skills; Diagnostic and intervention design skills; Facilitation and presentation skills; Influencing, negotiation and motivation skills; Innovative problem-solving skills; Interviewing and listening skills; Mentoring and coaching skills.
<u>DUTIES</u>	:	Provide and support departmental work organisation capacity improvements; Provide a job design service; Provide transversal organisation design and alignment services; Provide and facilitate transversal service delivery and Batho Pele initiatives; Provide input and support with practice enablement and development.
<u>ENQUIRIES</u>	:	Mr D Heynes Tel No: (021) 466 9503
<u>POST 37/320</u>	:	<u>ORGANISATIONAL DEVELOPMENT PRACTITIONER: DEPARTMENTAL WORK ORGANISATION CAPACITY DEVELOPMENT REF NO: DOTP 110/2026 (VARIOUS POSTS AVAILABLE ON 12-MONTH CONTRACT)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001- R486 501 per annum (Level 08)
	:	Department of the Premier, Western Cape Government
	:	A qualification at NQF level 6 (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organisation development; Organisation development theory, practice, and techniques regarding organisation design, process development and improvement and behaviour; 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 needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Analytical skills; Benchmarking skills; Conceptual, interpretive and formulation skills; Diagnostic and intervention design skills; Facilitation and presentation skills; Influencing, negotiation and motivation skills; Innovative problem-solving skills; Interviewing and listening skills; Mentoring and coaching skills.
<u>DUTIES</u>	:	Provide and support departmental work organisation capacity improvements; Provide a job design service; Provide transversal organisation design and alignment services; Provide and facilitate transversal service delivery and Batho Pele initiatives; Provide input and support with practice enablement and development.
<u>ENQUIRIES</u>	:	Mr R Johnson at 083 576 1160
<u>POST 37/321</u>	:	<u>ORGANISATIONAL DEVELOPMENT PRACTITIONER: TRANSVERSAL WORK ORGANISATION CAPACITY ENABLEMENT REF NO: DOTP 33/2026 R1 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R413 001- R486 501 per annum (Level 08)
	:	Department of the Premier, Western Cape Government

REQUIREMENTS

: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge and understanding of the following: Organisational performance as they relate to the field of organisation development; Organisation development theory, practice and techniques regarding organisation design, process development and improvement and behaviour; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Understanding of project management; Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Operational management practices; Understanding of procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; 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 needed: Numeracy; Literacy; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Written and verbal communication skills; Project Management; Analytical skills; Benchmarking skills; Conceptual, interpretive and formulation skills; Diagnostic and intervention design skills; Facilitation and presentation skills; Influencing, negotiation and motivation skills; Innovative problem-solving skills; Interviewing and listening skills; Mentoring and coaching skills.

DUTIES

: Provide and support departmental work organisation capacity improvements (Supporting organisational diagnostics and implementing organisation design, business process improvement and OD interventions); Provide a job design service (Supporting job design and job evaluation processes, including developing competency-based job descriptions and assisting with job evaluation activities); Provide transversal organisation design and alignment services (Supporting organisation design work and alignment of structures, mandates and processes across departments); Provide and facilitate transversal service delivery and Batho Pele initiatives (Supporting the implementation of service delivery improvement initiatives, including Batho Pele-related activities and reporting); Provide input and support with practice enablement and development (Contributing to the development, maintenance and application of OD tools, methodologies, systems and information management).

ENQUIRIES

: Mr B Opperman at Brian.Opperman@westerncape.gov.za

POST 37/322

: **PERSAL CONTROLLER: PERSAL AND ESTABLISHMENT CONTROL REF NO: DOTP 113/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 - R486 501 per annum (Level 08)
: Department of the Premier, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification); A minimum of 3 years Payroll and people management experience. Competencies: Knowledge in the following: Interpret and implement applicable policies; administer the Code of Remuneration and Occupational Specific Dispensation (OSD); administer national and provincial human resource management instruments, legislation, policies, prescripts and procedures, including the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; perform basic financial administration in accordance with applicable prescripts; operate the PERSAL system, including Establishment, Personnel Administration, Salary Administration, Service Terminations and Leave Administration; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; Other: solve problems; communicate effectively; write and compile documentation; conduct analytical thinking; plan and organise activities; resolve conflicts; implement policies and assess their impact on systems; deliver presentations and facilitate discussions; monitor, evaluate and report on activities.

<u>DUTIES</u>	:	Update and maintain PERSAL system & Facilitate PERSAL training, System Change Control (SCC), Audit of PERSAL transactions and the coordination of system enhancement; Administer establishment functions; Administer user PERSAL functions for 11 Departments.; Execution of various PERSAL reports; People Management.
<u>ENQUIRIES</u>	:	Ms E Sawall Tel No: (021) 483 9862
<u>POST 37/323</u>	:	<u>ADMINISTRATION CLERK: TRANSVERSAL PEOPLE CAPACITY ENABLEMENT REF NO: DOTP 108/2026 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453- R279 708 per annum (Level 05)
	:	Department of the Premier, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge: Perform clerical duties and administrative practices, including data capturing, basic computer operations and statistics collection; administer the legislative framework governing the Public Service; perform work procedures relevant to the working environment; Skills: perform administration and coordination functions; manage information and records; manage data and reporting; perform financial administration; manage procurement and assets; communicate effectively and provide stakeholder service; plan and organise activities; maintain attention to detail.
<u>DUTIES</u>	:	Provide general clerical and administrative support to the Provincial Assessment Centre (PAC), including correspondence, document management, enquiries and routine office administration; Coordinate and support assessment logistics by preparing materials, arranging venues, maintaining attendance records and assisting with assessment-related activities; Manage assessment databases and information systems by capturing, updating and maintaining candidate, assessment and reporting records. Maintain PAC records, filing systems and registers, ensuring accurate record keeping and document retrieval; Support human resource administration activities, including leave administration and personnel record management; Provide supply chain and procurement administration support, including quotations, purchasing processes, asset control and stationery management; Assist with financial administration, including expenditure tracking, invoice processing, travel and subsistence claims, petty cash and related financial records.
<u>ENQUIRIES</u>	:	Ms M Jacobs Tel No: (021) 466 9739
<u>POST 37/324</u>	:	<u>HUMAN RESOURCE CLERK: APPOINTMENTS AND COMPENSATION REF NO: DOTP 109/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 - R279 708 per annum (Level 05)
	:	Department of the Premier, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Good understanding 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; Ability to capture data. Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Good planning and organising skills; Ability to work independently and meet deadlines.
<u>DUTIES</u>	:	Administer appointments and payroll matters which include the following: Appointments of OSD and non-OSD personnel including Interns/Apprenticeships and periodical appointments; Issuing of employment contracts and appointment letters; Proper record keeping of records; Acting allowances; Administer Personnel Suitability Checks; Administer electronic databases on appointments information.
<u>ENQUIRIES</u>	:	Ms W Ponoyi-Dlabane Tel No: (021) 483 0832.
<u>POST 37/325</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOTP 112/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 - R279 708 per annum (Level 05)
	:	Department of the Premier, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Basic knowledge of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; understanding of the legislative framework governing the Public Service; Work procedures in

terms of the working environment. Skills in the following: Numeracy skills; Literacy skills; Language skills; Job Knowledge; Communication; Interpersonal relations; Flexibility; Teamwork; Computer Skills; Planning and organisation; Language; Good verbal and written communication skills.

- DUTIES** : Render asset management clerical support; Render demand clerical support; Render acquisition clerical support; Render logistical support services.
- ENQUIRIES** : Ms. J Waterloo Tel No: (021) 483 9097

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- CLOSING DATE** : 09 November 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

- POST 37/326** : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: DSD 102/2026**

- SALARY** : R1 554 696 per annum (Level 14), (all-inclusive salary package)
- CENTRE** : Department of Social Development, Western Cape Government

REQUIREMENTS

: An appropriate qualification (NQF Level 7) or higher, as recognised by the South African Qualifications Authority (SAQA). A minimum of five (5) years' relevant experience at a senior managerial level. Competencies: Knowledge 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 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, Proven Knowledge on strategic sourcing, preferential procurement and Broad-Based Black Economic Empowerment (B-BEE), Knowledge of financial management processes, Knowledge of industry trends and best practices per commodity groups, Knowledge of procurement best practices including sourcing strategies and the different mechanisms for procurement, Knowledge on procurement policies, procedures and contract management, Knowledge of records management, inclusive of registry services and policy and procedures governing these functions. Core Competencies: Strategic Capability and Leadership, Project and Programme Management, Change Management, People Management and Empowerment, Financial Management. Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management, Accounting/ Finance/ Audit, Economic, Financial and Statistical analysis, Legal Administration |Strategic Planning, Excellent networking and network formation skills, Strong conceptual and formulation skills, Strong leadership skills with specific reference to the ability to display thought leadership in complex applications, Team building and strong inter-personal skills, Excellent communication skills (verbal and written), Outstanding planning, organising and people management skills, Highly developed interpretive and conceptualisation and formulation ability, Ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances, the ability to persuade and influence, Ability to deal with wide variety of external and internal stakeholders.

DUTIES

: Line management: Strategic management, advice and guidance in respect of the following functional areas: Ensure departmental management and financial accounting services; Ensure a departmental management accounting service, Budgeting and planning, Budget monitoring and reporting, Ensure a departmental financial accounting service, Expenditure management, Bookkeeping and financial statements, Salary administration and debt management, Banking and cash management, Provide and manage supply chain management (SCM) services; Manage governance and contract management, Manage bid- and quotation, logistics and LOGIS, Manage departmental assets and fleet management, Render a service with regard to planning, compliance, performance management, capacity building and risk management, Provide an operational support service; Ensure the rendering of information and communication technology (ICT), human capital, corporate assurance, legal and communication support services, Manage the professional development of occupation specific dispensation (OSD) professions, Provide executive support to the HoD, Coordinate security management, occupational health and safety (OHS) and accommodation matters, Ensure sound internal control practices; Ensure proper governance, Render assurance services, Provide effective and efficient fraud and losses

management service Strategic Management (including change management) Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate, Drive the Chief Directorate's strategic planning process, Drive the development and management of the strategic and business plans for the Chief Directorate, Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined key measurable objectives and standards, Report to the HoD on a regular basis on the activities of the Chief 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 Chief Directorate, and of the resources (people, finances and assets) employed by it, Foster and promote a culture of innovation within the Chief Directorate, and the Department, Diligently perform all duties assigned to the post of Chief Director. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Chief Directorate's Business Plan, Motivate, train and guide employees within the Chief Directorate, to achieve and maintain excellence in service delivery, Actively manage the performance, evaluation and rewarding of employees within the Chief Directorate, Monitor information capacity building within the Chief Directorate, Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Chief Directorate, Promote sound labour relations within the Chief Directorate, Actively manage and promote the maintenance of discipline within the Chief Directorate. Financial Management: Manage participation in the budgeting process at Chief Directorate level, Ensure the preparation of the Annual and Adjustment Budgets for the Chief Directorate, Assume direct accountability for the efficient, economic and effective control and management of the Chief 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 Chief Directorate, Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Chief Directorate and Department, Report to the Head of Department and relevant oversight role players/ committees on all aspects of the Chief Directorate's finances, Assume overall accountability for the management, maintenance and safekeeping of the Chief Directorate assets, Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Chief Directorate, Ensure that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Dr R Macdonald Tel No: (021) 483 3083 / Robert.Macdonald@westerncape.gov.za.

POST 37/327 : **DIRECTOR: FINANCIAL MANAGEMENT REF NO: DSD 100/2026**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary package)
CENTRE : Department of Social Development, Western Cape Government.
REQUIREMENTS : An appropriate undergraduate qualification (NQF Level 7) or higher, as recognised (SAQA) A minimum of five (5) years' experience at a middle/senior managerial level. Competencies: Proven Knowledge of: 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. Core Competencies: Strategic Capability and Leadership, Project and Programme Management, Change Management, People Management and Empowerment, Financial Management Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management, Accounting, Finance, Audit, Strategic Planning.

DUTIES : Strategic management, advice and guidance in respect of the following functional areas: Ensure a departmental management accounting service. Management Accounting: Ensure an integrated, effective and efficient budget

planning system in respect of revenue and expenditure, Manage the departmental budget process, Prepare inputs for strategic plan and annual performance plan, Manage the departmental Medium Term, expenditure Committee (MTEC) process, Maintain and monitor financial information, Prepare a breakdown of estimated revenue and expenditure, Manage roll overs of funds, Develop and maintain policies, procedures and processes, Ensure an integrated, effective and efficient in-year budget monitoring, reporting and adjustment system, Manage the monitoring of revenue and expenditure, Manage the monthly, quarterly and annual reporting processes , Manage the revenue and expenditure adjustments estimates process, Develop and maintain policies, procedures and processes, Ensure a departmental financial accounting service. Financial Accounting: Provide expenditure and general payment services, Ensure an effective and efficient accounting system for transfers and subsidies, Ensure an effective and efficient Basic Accounting System (BAS) payment system, Ensure an effective and efficient Logistical Information System (LOGIS) payment system, Provide bookkeeping and financial accounting services, Ensure an effective and efficient accounting system, inclusive of liaison and coordination of policies, procedures and processes, Perform BAS systems control, Compile financial statements, Perform credit control services, Provide salary administration and debt management 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 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 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 risk 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 : Dr R Macdonald Tel No: (021) 483 3083 / Robert.Macdonald@westerncape.gov.za

POST 37/328 : **REGIONAL DIRECTOR: WEST COAST REF NO: DSD 101/2026**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary package)
CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS

: An appropriate NQF 7 or higher qualification as recognised by SAQA; A minimum of 5 years relevant middle/senior management level experience; Successful completion of Certificate for entry into the SMS (Senior Management Service) prior to appointment is requirement. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) before the candidate can be appointed into this post. Please see notes below. Competencies: Extensive knowledge of applicable policies and procedures: Educational environment; Knowledge of the following: Applicable policies and procedures; Management principles; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; People Management planning; Problem solving; Sound Budgeting skills; Communication and facilitation skills; Strategic thinking and planning.

DUTIES

: Line Management: Strategic management, advice and guidance in respect of the following functional areas: Families and Children Programmes, Special Programmes, Social Crime Prevention, Programmes, Support the service delivery unit (SDU) and service delivery partners with the implementation of programmes (children and families, and restorative services: Victim empowerment, crime Prevention and support, and substance abuse), District Business Planning, Information & Stakeholder Management, Manage operational business planning and monitoring processes, Community Development Programmes, Manage Corporate Services at Regional Level, Strategic Management (including Change Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate, Drive the Directorate's strategic planning process, Drive the development and management of the strategic and business plans for the Directorate, Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards, Evaluate regional performance against predetermined objectives and standards and report to the HOD, Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support, Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it, Foster and promote a culture of innovation within the Directorate, and the Department, Diligently perform all duties assigned to the post of Director. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan, Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery, Actively manage the performance, evaluation and rewarding of employees within the Directorate, Monitor information capacity building within the Directorate, Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate, Promote sound labour relations within the Directorate, Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Manage participation in the budgeting process at Directorate level, Ensure the preparation of the Annual and Adjustment Budgets for the Directorate, Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure, Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate, Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate, Ensure that all spending is aligned with the strategic objectives of the Directorate and Department, Report to the Chief Director and relevant oversight role players/committees on all aspects of the Directorate's finances, Assume overall accountability for the management, maintenance and safekeeping of the Directorate's assets, Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate, Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES

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

OTHER POSTS

<u>POST 37/329</u>	:	<u>COMMUNITY DEVELOPMENT MANAGER: SOCIAL RELIEF REF NO: DSD 96/2026</u>
<u>SALARY</u>	:	Grade 1: R1 009 512 per annum, (OSD as prescribed), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent); A minimum of 10 years recognisable experience in Community Development after obtaining the required qualification of which 5 years must be appropriate experience in community policy development. Competencies: Knowledge and understanding of the following: Theories and systems, skills, attitudes and values in community development to guide employees on its application; Individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions; Develop community development policies and strategies. Skills in the following: Presentation; Problem-solving skills; Financial management; Project management; Computer literacy; Communication (written and verbal); Staff management; Policy formulation and implementation.
<u>DUTIES</u>	:	To manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub directorate; Manage a community development policy unit to ensure that the required legislative policies and procedures are developed through the efficient and effective utilisation of human resources; Manage the development of policies for rendering a community development service in departments; Keep up to date with new developments in community development and management fields; Plan and ensure that community development policy research is undertaken. Undertake complex community development research.
<u>ENQUIRIES</u>	:	Mr M Hewu Tel No: (021) 483 3054
<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 37/330</u>	:	<u>SOCIAL WORK SUPERVISOR REF NO: DSD 93/2026 (X2 POSTS AVAILABLE IN MOSSEL BAY AND OUDTSHOORN)</u>
<u>SALARY</u>	:	R496 668 - R583 833 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Worker); Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge

		Management; Protocol and professional ethics. Skills in the following: Organising and planning; Project planning; Psychosocial intervention; Communication and language; People management practices; Conflict Management; Interpersonal; Report writing; Computer literacy; Presentation and facilitation; Problem solving and analytical skills.
<u>DUTIES</u>	:	To ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions.
<u>ENQUIRIES</u>	:	Ms Imelda April Tel No: (021) 763 6217
<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 37/331</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: DSD 73/2026</u>
<u>SALARY</u>	:	R487 197 - R537 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Project management methodologies and standards; Global, regional and local political, economic and social affairs impacting on the Western Cape Government. Skills needed: Interpret and apply relevant policies and procedures; Problem solving; Facilitation; Presentation; Policy formulation and analysis; Monitoring and evaluation; Communication (written and verbal); Organising; Information and knowledge management and Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Project management; Ability to analyse, conceptualise and implement policy; Research.
<u>DUTIES</u>	:	Develop and implement Departmental performance monitoring and reporting processes; Contribute to the development and maintenance of performance indicators and monitoring frameworks; Monitor the implementation of the service delivery improvement plans (SDIPs); Facilitate the Department's MPAT process; Provide support and guidance in the management of Provincial Project Management and Information systems (BizSuite: BizProjects, BizPerformance, BizBrain).
<u>ENQUIRIES</u>	:	Ms S Nieftagodien at sihaam.nieftagodien@westerncape.gov.za
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation

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

<u>POST 37/332</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 94/2026</u> <u>(POSTS AVAILABLE AT VARIOUS LOCATIONS)</u>
<u>SALARY</u>	:	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).
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government.
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms Shamiela Cummings-Damon Tel No: (021) 483 7961.
<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 37/333</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 95/2026 (X2 POSTS AVAILABLE IN KRAAIFONTEIN AND SOMERSET WEST)</u>
<u>SALARY</u>	:	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).
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government.
	:	A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1.
<u>DUTIES</u>	:	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
NOTE

: Mr Quinton Arendse Tel No: (021) 763 6206
: 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 37/334

: **SOCIAL WORKER: SOCIAL WORK SERVICES (DELFT) REF NO: DSD 97/2026**

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
REQUIREMENTS

: Department of Social Development, Western Cape Government.
: A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1.

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;

ENQUIRIES
NOTE

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.

- : Ms Mariette Swart at (071) 871 7314.
: 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 37/335

- : **PERSONAL ASSISTANT: OPERATIONAL MANAGEMENT SUPPORT REF NO: DSD 92/2026**

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 Malishe Pienaar at (079) 306 3441
: 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 37/336</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER: COMMUNITY DEVELOPMENT SERVICES (WITZENBERG) REF NO: DSD 16/2025 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R289 296 - Grade 3: R564 846 per annum, (OSD as prescribed). Department of Social Development, Western Cape Government.
	:	Grade 1: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. Grade 2: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Grade 3: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Skills needed: Presentation; Proven computer literacy; Written and verbal communication; Facilitation; Research; Knowledge and understanding of basic Financial Management.
<u>DUTIES</u>	:	Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.
<u>ENQUIRIES NOTE</u>	:	Ms Shimonay Noble Tel No: (023) 348 5300
	:	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 37/337 : **ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO: DSD 98/2026**

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: Basic knowledge of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Insight of the Public Service financial legislations, procedures and Treasury regulations PFMA, Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Prefential Procurement Policy Framework (PPPFA), Financial Manual); Financial operating systems Personnel and Salary System (PERSAL), Basic Accounting System (BAS), Logical Information System (LOGIS) Skills in the following: Language; Numeracy; Literacy; Job Knowledge; Communication; Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Planning and organisation; Language; Good verbal and written communication skills; Basic Numeracy skills; Ability to perform routine tasks; Ability to operate office equipment.

DUTIES : Petty Cash Administration; Banking and Cash Management; Perform Bookkeeping and systems support services; Render Financial Accounting transactions; Perform Salary Administration support services.

ENQUIRIES : Mr. J Mackay Tel No: (021) 483 4308.
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 37/338 : **ADMINISTRATION CLERK: BUSINESS PLANNING AND STRATEGY REF NO: DSD 99/2026**

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; Understanding of the legislative framework governing the Public Service; Working procedures in terms of the working environment .Skills in the following: Numeracy skills; Literacy skills; Language skills; Presentation Skills; Decision-Making; Computer Literacy; Good written and communication skills; Interpersonal Skills; 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 : Esther Lewis at Esther.Lewis@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.

WESTERN CAPE MOBILITY DEPARTMENT

CLOSING DATE **NOTE**

- : 09 November 2026
- : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 37/339

- : **DEPUTY DIRECTOR: GOVERNANCE AND DEMAND MANAGEMENT REF NO: WCMD 56/2026**

SALARY **CENTRE** **REQUIREMENTS**

- : R932 292- R1 098 195 per annum (Level 11), (all-inclusive salary package)
- : Western Cape Mobility Department, Western Cape Government
- : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management or Supply Chain Management; A minimum of 3 years relevant supply chain management experience in a governance and demand management working environment at supervisory level/management level (ASD). Competencies: Knowledge of the following: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; manage procurement and provisioning services; 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; manage financial processes in accordance with the Public Finance Management Act (PFMA), 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 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 authorities, delegations and related requirements; Skills: perform numeracy and literacy functions; use computer 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: plan and organise activities; conduct analysis; compile and write reports; communicate effectively; deliver presentations; maintain effective interpersonal relationships; solve problems; perform supervisory functions; work effectively under pressure; travel frequently when required
<u>DUTIES</u>	:	Manage and oversee compliance and performance management services; Manage and oversee a demand management service; Plan and manage the work of and account for the overall performance of the Sub-Directorate; People Management; 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 37/340</u>	:	<u>CHIEF PROVINCIAL INSPECTOR: LECTURER REF NO: WCMD 72/2026 (VARIOUS POSTS AVAILABLE, IN VARIOUS COMPONENTS)</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 (equivalent 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. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. No criminal record. 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>	:	Operational training Development Planning, Service Delivery and Component Management. Manage the implementation of the Operational Law Enforcement Plan; Ensure effective and efficient Leadership; Management of service delivery improvement; Managerial functions; Plan and coordinate interventions in the Directorate Traffic Management. Evaluate, manage and implement training interventions; Liaise with relevant role players; Management of Human Resources; Financial Management; Asset Management.
<u>ENQUIRIES</u>	:	Mr Donald Lakey Tel No: (021) 911 2162
<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 37/341</u>	:	<u>ASSISTANT DIRECTOR: LAND TRANSPORT SYSTEMS REF NO: WCMD 51/2026</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) in information systems, business analysis/management and project management.; A minimum of 3 years relevant supervisory level experience; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Transport related regulatory, legislation policies and frameworks; Land transport systems and/or ICT systems; Transport related information services; Integrated Transport Hub (ITH) as a central hub for information exchange; Optimisation of data management processes; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Data Analysis; Accounting, Finance and Audit; Analytical thinking; Planning; Organising; Problem Solving; Conflict Resolution; Monitoring, Evaluation and Reporting.
<u>DUTIES</u>	:	ITH Data and Technology Management; Data Integration and Management; Stakeholder Engagement and Collaboration; Risk Management and Compliance; Managerial Functions.
<u>ENQUIRIES</u>	:	Mr N Hendricks Tel No: (021) 483 6904
<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 37/342</u>	:	<u>ASSISTANT DIRECTOR: TRAFFIC LAW FEE COLLECTION AND DISBURSEMENT REF NO: WCMD 53/2026</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); A minimum of 3-years relevant experience at supervisory level. 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; manage motor vehicle licensing fee collection and disbursement processes; manage RTMC transaction fee collection and disbursement processes; manage National Traffic Information (NaTIS) fee collection and disbursement processes; manage the driving licence card production account; manage driver fitness fee collection and disbursement processes; manage vehicle fitness fee collection and disbursement processes; manage financial management, monitoring and reporting procedures, systems and reports of the Directorate; 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 and literacy functions; use computer systems effectively; communicate effectively in the required language; 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; perform legal administration; 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>	:	Traffic Law Fees Management; Policy, Compliance and Advisory Support; Manage Fees Collection and Disbursement Operations; Liaison and communication with various clients / stakeholders; Managerial functions.
<u>ENQUIRIES</u>	:	Mr R Barreiro Tel No: (021) 483 2061
<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 37/343</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION SUPPORT (TLE) REF NO: WCMD 54/2026</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 of relevant experience in an administrative support working environment. Competencies: Working knowledge 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; render Finance, Procurement, Transport, Registry and People Management/HR support services; manage projects; implement operational management practices; manage procurement and tendering processes; develop, implement, monitor and review policies and operational processes; manage public service procedures, processes and systems; manage public finance, human resources and related administrative processes; administer the Public Service Act, 1994, as amended, Public Service Regulations, 2026, and relevant People Management policies, directives, frameworks, codes and collective agreements; support and implement the policies of the government of the day; manage performance management processes; perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; communicate effectively in writing and verbally; compile and write reports; use Microsoft Office applications, including Word, Excel and PowerPoint, and Internet and Intranet systems proficiently; deliver presentations; plan and organise activities and resources; manage time effectively; Skills: conduct analytical thinking and problem-solving; maintain professional grooming and presentation standards; Other: liaise effectively with customers and clients; maintain effective interpersonal relationships; perform supervisory functions.
<u>DUTIES</u>	:	Render Finance, Procurement, Transport, Registry and People Management/HR support services in the Directorate; Render administrative support services in the Directorate; Research and development; Reporting, Analysis and Record Keeping.; 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 37/344</u>	:	<u>ASSISTANT DIRECTOR: REGISTRATION AND COMPLIANCE REF NO: WCMD 55/2026</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 3-years relevant experience at supervisory level; A valid (Code B or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge 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; administer the National Land Transport Act (Act No. 5 of 2009), National Land Transport Regulations and Western

		Cape Road Transportation Amendment Law 8; manage organisational and management practices, policies and the operational functioning of the Directorate; manage the registration of taxi associations and their members; coordinate the transport relations function; manage financial management, monitoring and reporting procedures, systems and reports of the Directorate; 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 systems effectively; communicate effectively in the required language; 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; perform legal administration; resolve conflicts; Other: maintain effective interpersonal relationships; coach and mentor staff; work effectively under pressure; work irregular hours when required; meet tight deadlines.
<u>DUTIES</u>	:	Coordination and management of all registered Taxi Associations through a regulatory process to ensure compliance; Engage and strengthen relationships with key stakeholders; Coordinate and manage the Registration and Processing of Applications; Empower and capacitate taxi association operators with the Standard Minimum Constitution and other capacity building initiatives; Managerial and supervisory functions.
<u>ENQUIRIES</u>	:	Ms J Ndlovu Tel No: (021) 483 0260
<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 37/345</u>	:	<u>ASSISTANT DIRECTOR: (EDEN) REF NO: WCMD 58/2026</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) in Education, Communication, Public Relations, Project Management and Social Science; A minimum of 3 years experience at supervisory level in a road safety management working environment or related fields; 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: 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; manage projects; implement operational management practices; manage public service procedures, processes and systems; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; Other: plan and organise activities; conduct analysis; compile and write reports; communicate effectively; deliver presentations; maintain effective interpersonal relationships; solve problems; perform supervisory functions; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.
<u>DUTIES</u>	:	Oversee the planning of road safety education and awareness interventions in the Eden Region; Ensure that the road safety targets are reached in the West Coast Region to enhance road safety and service delivery; Accounting for progress and performance; Competent asset stewardship; Managerial functions.
<u>ENQUIRIES</u>	:	Mr Willie Van der Merwe Tel No: (022) 983 1536
<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 37/346</u>	:	<u>ASSISTANT DIRECTOR: TRANSVERSAL SUPPORT REF NO: WCMD 59/2026</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: Knowledge of and working experience with: 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 projects; implement operational management practices; manage procurement and tendering processes; develop, implement, monitor and review policies and operational processes; manage public service procedures, processes and systems; manage public finance, human resources and related administrative processes; 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 general office administration and database management; manage performance management processes; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; Other: work effectively under pressure; work irregular hours when required; meet tight deadlines.
<u>DUTIES</u>	:	Provide financial support services; Manage the document management services; Manage the general administrative support duties; Managerial functions.
<u>ENQUIRIES</u>	:	Ms Bernie 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 37/347</u>	:	<u>ASSESSOR: ASSESSMENT REF NO: WCMD 60/2026</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 3 years relevant experience. Competencies: Knowledge of 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; administer the Public Service Act, 1994, as amended (Act No. 103 of 1994); administer the Public Service Regulations, 2016; administer the Western Cape Road Transportation Act Amendment Law (Act 8 of 1996); 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; assess land transport matters relating to the registration of transport institutions and their members; manage projects; administer relevant People Management policies, directives, frameworks, codes and collective agreements; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; Other: communicate effectively; analyse information; resolve conflicts; plan and organise activities; work effectively under pressure; work irregular hours when required; meet tight deadlines; perform legal administration.
<u>DUTIES</u>	:	Conduct hearings and meetings with mini-bus taxi industry stakeholders; Mini-bus taxi industry capacitation; Investigation and Mediation; Monitor Compliance.
<u>ENQUIRIES</u>	:	Mr Jon-Paul Sampson Tel No: (021) 483 9957
<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 37/348</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RIGHTS: CORPORATE SERVICES RELATIONS MANAGEMENT REF NO: WCMD 02/2026R1</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 3 years experience in a human rights or related working 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: Experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on human rights, gender equality, disability, youth, and employment equity issues; Employment Equity Act, 1998; Promotion of Equality and Prevention of Unfair Discrimination Act, 2000; Protection of Personal Information Act, 2013; Promotion of Access to Information Act, 2000; Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Instructions (promote the departmental objective/goal of gender-responsive budgeting to bring gender mainstreaming to public finances, which eventually results in gender-responsive budgets, etc.); South Africa's National Policy Framework for Woman's Empowerment and Gender Equality; Gender Equality Strategic Framework for the Public Service; WCG Human Rights Mainstreaming Approach Framework; White Paper on the Rights of Persons with Disabilities; National Strategic Framework on Reasonable Accommodation for Persons with Disabilities; DPSA Policy on Reasonable Accommodation and Assistive Devices for Employees with Disabilities in the Public Service; Experience with the compilation and implementation of departmental human rights strategic frameworks departmental action plans, departmental human rights mainstreaming implementation reports; Project management; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Public service procedures, processes and systems. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Written and Verbal Communication; Planning and Organising; Research, including the ability to analyse and interpret information; Report-writing; Presentation.
<u>DUTIES</u>	:	Facilitate and render support for the integration and mainstreaming of human rights policy principles and requirements applicable to priority groups (Woman, Persons with Disabilities, Youth, Children, Older Persons and Gender) into all departmental strategic frameworks, policies, programs, plans and reports; Facilitate and coordinate the monitoring and evaluation of departmental performance applicable to Woman, Persons with Disabilities, Youth, Children, Older Persons and Gender programmes in the Department; Reporting on human rights issues; Facilitate and coordinate Sexual Harassment issues in the Department; Managerial/ Supervisory functions.
<u>ENQUIRIES</u>	:	Ms A Magadla Tel No: (021) 483 0997/ Anathi.Magadla@westerncape.gov.za
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 37/349</u>	:	<u>PRINCIPAL PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS REF NO: WCMD 64/2026 (VARIOUS POSTS AVAILABLE)</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>	:	Grade 12 (equivalent or higher qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years' experience in the field; A valid code A and EC driving licence; Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. No Criminal record. Competencies: Knowledge of 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 the operational functioning of the Directorate Traffic Law Enforcement; administer the National Road Traffic Act, 1996 (Act 93 of 1996); administer the National Road Traffic Amendment Act, 2008 (Act 64 of 2008); administer the Firearms Control Act, 2000 (Act 60 of 2000); administer the Criminal Procedure Act, 1977 (Act 51 of 1977); administer the Firearms Control Regulations, 2004; administer the

National Road Traffic Regulations, 2000; manage dimensional and mass limitations and the requirements for abnormal load vehicles in accordance with TRH 11; implement guidelines from the Director of Public Prosecutions; conduct driver fitness inspections; conduct vehicle fitness inspections; manage impoundment procedures; complete traffic law enforcement documents; manage traffic law enforcement equipment in accordance with operational guidelines; manage the storage and transportation of dangerous goods in accordance with national and international statutory requirements; manage Labour Relations legislation and regulations; manage performance management processes; Skills: perform numeracy and literacy functions; perform literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform legal administration; Other: communicate effectively; plan and organise activities; solve problems; manage conflicts; manage resources; manage customer relationships; provide leadership; control and monitor activities; manage people; maintain records; manage service delivery; make sound decisions; manage results and quality; draft and compile written reports; drive vehicles; conduct investigations; motivate staff and stakeholders; conduct analytical assessments; manage operational and project activities; negotiate with stakeholders; interpret legislation and information; evaluate legal evidence; conduct observations; mentor and coach staff; drive innovation and continuous improvement; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.

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

ENQUIRIES : Mr D Paton Tel No: (022) 713 1286
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 37/350 : **TRANSPORT RELATIONS OFFICER: REGISTRATION AND COMPLIANCE**
REF NO: WCMD 36/2025 R1 (X2 POSTS)

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification); a minimum of 1 year experience in operating licensing administration working environment. a valid code B driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge in the following: Transport legislation and policies; Communication, media management, and public relations; Inter-governmental relations; Relations, public participation and public transport office administration. Minibus taxi industry; Criminal Procedure Act, Anti-Corruption and Fraud Legislation, and relevant legislation/policies/prescripts and procedures. Skills needed: Research; Analytical thinking; financial management, project management, managerial skills, computer literacy, communication (written and verbal). Problem Solving. Presentation; Public speaking; Conflict resolution, sound organizational good people skills; Interpersonal relations; Commitment and integrity; Customer service orientation; diversity management, and Team leadership. Self-Management and motivation; Ability to act with fact and discretion; Good grooming and presentation, a high level of reliability, and good telephone etiquette.

DUTIES : Monitor compliance of all registered taxi associations and its members handle and manage conflict; Capacitate minibus taxi industry; Investigation and mediation; Monitor compliance; General administrative duties; Keep and update registration records; Engage with relevant stakeholders and role players regarding legislation.

ENQUIRIES : Mr A Isaacs Tel No: (021) 483 0252
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>

<u>POST 37/351</u>	:	<u>INSPECTOR: TRAFFIC LAW ADMINISTRATION (METRO) REF NO: WCMD 70/2026</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>	:	Knowledge of 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; administer the National Road Traffic Act, 1996; administer the Western Cape Provincial Road Traffic Administration Act, 2012; implement financial processes in accordance with the Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Treasury Instructions; administer the National Road Traffic Regulations, 2000; manage the National Traffic Information System (eNaTIS); implement Provincial Road Traffic Regulations; manage eNaTIS policies, processes and procedures; provide customer and personal services; perform technical functions relevant to the line function; Skills: perform numeracy and literacy functions; use computer 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: compile and present reports; solve problems; communicate effectively; plan and organise activities; work effectively under pressure; work irregular hours when required; meet tight deadlines. Competencies: Knowledge of 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; administer the National Road Traffic Act, 1996; administer the Western Cape Provincial Road Traffic Administration Act, 2012; implement financial processes in accordance with the Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Treasury Instructions; administer the National Road Traffic Regulations, 2000; manage the National Traffic Information System (eNaTIS); implement Provincial Road Traffic Regulations; manage eNaTIS policies, processes and procedures; provide customer and personal services; perform technical functions relevant to the line function; Skills: perform numeracy and literacy functions; use computer 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: compile and present reports; solve problems; communicate effectively; plan and organise activities; work effectively under pressure; work irregular hours when required; meet tight deadlines.
<u>DUTIES</u>	:	Conduct Audits/Investigations; Conduct follow-up audit inspections on reports issued by the National Inspectorate; Audit planning; Liaison with departmental stakeholders in respect of audits/investigations responses.
<u>ENQUIRIES</u>	:	Mr CC Majiedt Tel No: (021) 483 2073
<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 37/352</u>	:	<u>PERSONAL ASSISTANT: OFFICE OF THE DIRECTOR: PROVINCIAL TRANSPORT REGISTRATION REF NO: WCMD 57/2026</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 accredited secretarial diploma and/or administrative qualification on the level of NQF level 5; A minimum of 3 years experience in rendering Office Management, and Operational and Executive Support. Provides a secretarial/receptionist support service to the Director; Renders administrative support services; Provides support to Director regarding meetings; Supports the Director with the administration of the Director's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Act as Liaison between the PTR and internal and external stakeholders and role-players. Competencies: Knowledge of and working experience with the 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 projects;

implement operational management practices; manage procurement and tendering processes; manage public service procedures, processes and systems; 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; perform administrative procedures and processes; manage general office administration and database management; manage information and records; use relevant software packages and computer programmes effectively; use general information support systems such as BAS; use current technology, including social media and applications; Skills: perform numeracy and literacy functions; perform legal and computer-related functions; communicate effectively in the required language; organise and plan activities effectively; manage people and interpersonal relationships; communicate effectively in writing; liaise and network with clients and stakeholders; compile and write reports; conduct research; solve problems; manage projects; uphold high ethical standards; maintain confidentiality; Other: gather and analyse information; demonstrate self-management and motivation; maintain good telephone etiquette; demonstrate a high level of reliability; act with tact and discretion; communicate effectively with people at different levels and from diverse backgrounds; conduct research and analyse documents and situations; work effectively under pressure; work irregular hours when required; meet tight deadlines; maintain safety and security awareness.

DUTIES : Provides a secretarial/receptionist support service to the Director; Renders administrative support services; Provides support to Director regarding meetings; Supports the Director with the administration of the Director's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Act as Liaison between the PTR and internal and external stakeholders and role-players.

ENQUIRIES : Ms Cornel Geldenhuys Tel No: (021) 483 0290
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 37/353 : **CUSTOMER RELATIONS OFFICER: REGISTRATION AND COMPLIANCE**
REF NO: WCMD 61/2026

SALARY : R338 106 - R 398 277 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) at NQF 6 in customer / client services or customer/client care or related fields. A minimum of 1-year relevant administrative support experience. Competencies: 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 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; 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; Skills: perform numeracy and literacy functions; use computer 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; provide customer and client care; Other: compile and present reports; solve problems; communicate effectively; plan and organise activities; 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>	:	Ms J Ndlovu Tel No: (021) 483 0260
<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 37/354</u>	:	<u>CUSTOMER RELATIONS OFFICER, PROVINCIAL REGULATORY ENTITY:</u> <u>EDEN REF NO: WCMD 62/2026</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: 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); administer the National Land Transport Regulations, 2009; manage the functions, activities, processes and procedures of a Provincial Regulatory Entity; 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 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: compile and present reports; solve problems; communicate effectively; plan and organise activities; 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 H 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 37/355</u>	:	<u>SENIOR PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS</u> <u>REF NO: WCMD 65/2026 (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>	:	A minimum of a Senior Certificate (Grade 12 or equivalent or higher qualification); A minimum of 3 years of practical experience as a provincial inspector; must be in possession of a basic traffic diploma or equivalent qualification; A valid Code B/EB (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. No criminal record. Competencies: Knowledge of 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 the operational functioning of the Directorate Traffic Law Enforcement; administer the National Road Traffic Act, 1996 (Act 93 of 1996); administer the National Road Traffic Amendment Act, 2008 (Act 64 of 2008); administer the Firearms Control Act, 2000 (Act 60 of 2000); administer the Criminal Procedure Act, 1977 (Act 51 of 1977); administer the Firearms Control Regulations, 2004; administer the National Road Traffic Regulations, 2000; manage dimensional and mass limitations and the requirements for abnormal load vehicles in accordance with TRH 11; implement guidelines from the Director of Public

Prosecutions; conduct driver fitness inspections; conduct vehicle fitness inspections; manage impoundment procedures; complete traffic law enforcement documents; manage traffic law enforcement equipment in accordance with operational guidelines; manage the storage and transportation of dangerous goods in accordance with national and international statutory requirements; manage Labour Relations legislation and regulations; manage performance management processes; Skills: perform numeracy and literacy functions; perform literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform legal administration; Other: communicate effectively; plan and organise activities; solve problems; manage conflicts; manage resources; manage customer relationships; provide leadership; control and monitor activities; manage people; maintain records; manage service delivery; make sound decisions; manage results and quality; draft and compile written reports; drive vehicles; conduct investigations; motivate staff and stakeholders; conduct analytical assessments; manage operational and project activities; negotiate with stakeholders; interpret legislation and information; evaluate legal evidence; conduct observations; mentor and coach staff; drive innovation and continuous improvement; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.

DUTIES : Enforce Road Traffic, Public Passenger, Transport and other relevant legislations; Examine Vehicles and Monitor Compliance with Vehicle Fitness and Roadworthiness: Requirements: Provide visible Traffic Control/Policing and promote/ensure crime prevention activities; Perform all administrative activities and related duties; Assess Road conditions; Mentor and coach Provincial Inspector's (PI's) on probation and appointed PI's; Supervisory functions.

ENQUIRIES : Mr T Qunta Tel No: (023) 983 1512
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 37/356 : **PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS REF NO: WCMD 63/2026 (VARIOUS POSTS AVAILABLE)**

SALARY : R280 278 - R330 162 per annum (Level 06)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : A minimum of a Grade 12 qualification (equivalent or higher qualification); A minimum of 1-year practical experience in law enforcement; Must be in possession of a basic traffic diploma; 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 and understanding of the following: Manage the operational functioning of the Directorate Traffic Law Enforcement; administer the National Road Traffic Act, 1996 (Act 93 of 1996); administer the National Road Traffic Amendment Act, 2008 (Act 64 of 2008); administer the Firearms Control Act, 2000 (Act 60 of 2000); administer the Criminal Procedure Act, 1977 (Act 51 of 1977); administer the Firearms Control Regulations, 2004; administer the National Road Traffic Regulations, 2000; manage dimensional and mass limitations and the requirements for abnormal load vehicles in accordance with TRH 11; implement guidelines from the Director of Public Prosecutions; conduct driver fitness inspections; conduct vehicle fitness inspections; manage impoundment procedures; complete traffic law enforcement documentation; manage traffic law enforcement equipment in accordance with operational guidelines; manage the storage and transportation of dangerous goods in accordance with national and international statutory requirements; Skills: perform numeracy and literacy functions; use computer 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: manage records; manage resources; manage customer relationships; resolve conflicts; drive vehicles; negotiate with stakeholders; interpret information and legislation; evaluate legal evidence; conduct observations; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.

<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation; Conduct vehicle, driver and road user compliance inspections and enforce compliance with applicable legislation; Provide visible Traffic Control/Policing and promote/ensure crime prevention activities; Perform all administrative activities and related duties.
<u>ENQUIRIES</u>	:	Ms P Swanepoel Tel No: (023) 414 2611
<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 37/357</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: FINANCIAL SUPPORT REF NO: WCMD 69/2026</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: Basic knowledge of the following: Supply chain management duties, practices as well as the ability to capture data, operate computer and collect statistics; Understanding of the legislative framework governing the Public Service; Work procedures in terms of the working environment; Insight of the Public Service financial legislations, processes and procedures, National Treasury Regulations, Provincial Treasury Instructions. Skills in the following: Computer; Planning and Organising; Language; Good Verbal and Written Communication; Interpersonal Relations; Flexibility; Teamwork; Customer Care; Reporting; Problem-solving; Creative Thinking; Decision Making; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<u>DUTIES</u>	:	Render asset management clerical support; Render demand and acquisition clerical support; Render logistical support services; Render record keeping support services.
<u>ENQUIRIES</u>	:	Mr. J Van Wyk Tel No: (021) 483 0273
<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 37/358</u>	:	<u>ADMINISTRATION CLERK - TRAFFIC LAW EXEMPTIONS AND PERMITS REF NO: WCMD 67/2026</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: Perform clerical duties and administrative practices; capture data; operate computer systems; collect and maintain statistics; administer the legislative framework governing the Public Service; manage applications in accordance with traffic legislation; perform work procedures relevant to the working environment; Skills: use computer systems effectively; plan and organise activities; communicate effectively in the required language; communicate effectively in writing and verbally; Other: demonstrate job knowledge; maintain effective interpersonal relationships; demonstrate flexibility; work effectively as part of a team; perform routine tasks; operate office equipment; work effectively under pressure; work irregular hours when required; meet tight deadlines.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain clerical support services within the section; Provide personnel administration clerical support services within the section; Provide financial administration support services in the section.
<u>ENQUIRIES</u>	:	Mr JF Lombard Tel No: (021) 483 4177
<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 37/359</u>	:	<u>RADIO OPERATOR: LAW ENFORCEMENT OPERATIONS REF NO: WCMD 71/2026 (VARIOUS POSTS AVAILABLE IN DIFFERENT COMPONENTS)</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); Certification in radio communication or related fields. Competencies: Knowledge in the following: Implement relevant policies and prescripts; manage the operational functioning

	of the Directorate Traffic Law Enforcement; operate radio communication systems in a traffic law enforcement environment; manage radio communication systems and protocols; use additional communication technologies and systems; manage radio frequency (RF) principles and practices; operate and maintain communication equipment, including transceivers and antennas; use communication software and logging tools; perform work procedures relevant to the working environment; use internal departmental technological systems for communication monitoring, information capturing and operational coordination; use internal departmental technological systems and communication platforms for operational coordination, information capturing and communication monitoring within the Directorate; Skills: use computer systems effectively; plan and organise activities; communicate effectively in the required language; communicate verbally to a high standard; maintain attention to detail; Other: provide customer care; compile reports; solve problems; demonstrate creative thinking; make sound decisions; interpret information accurately; work effectively under pressure; make quick decisions in high-stress situations; follow emergency response procedures and radio etiquette; work irregular hours when required; meet tight deadlines.
<u>DUTIES</u>	: Operate radio communication equipment to transmit and receive messages accurately and efficiently; Ensure quality assurance with the maintenance of radio communication equipment; Remain abreast of new communication technologies, policies and emerging development relevant to the Directorate; Record Keeping and Filling.
<u>ENQUIRIES</u>	: Ms D Paton Tel No: (022) 713 1286
<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 37/360</u>	: <u>CLEANER: TRAFFIC SUPPORT SERVICES REF NO: WCMD 68/2026 (VARIOUS POSTS AVAILABLE AT VARIOUS LOCATIONS)</u>
<u>SALARY</u>	: R144 024 - R169 656 per annum (Level 02)
<u>CENTRE</u>	: Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	: Adult Basic Education and Training (ABET). Competencies: Basic understanding of the following: How to operate vacuum cleaners and other related cleaning equipment; Procedures to ensure that cleaning machines (microwave ovens, vacuum cleaners, refrigerators, etc.) and other related equipment are maintained properly. Skills in the following: Language; Planning and Organisation; Communication; Willingness to work irregular hours.
<u>DUTIES</u>	: Provision of all cleaning services; Clean general kitchens; Cleaning the restrooms; Keep and maintain cleaning materials and equipment.
<u>ENQUIRIES</u>	: Ms. P Swanepoel Tel No: (023) 414 2611
<u>APPLICATIONS</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. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	: Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.