ANNEXURE W

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

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

CLOSING DATE : 30 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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.

OTHER POSTS

POST 40/181 : **DEPUTY DIRECTOR: PRODUCTION ECONOMICS (ELSENBURG), REF NO. AGR 59/2026**

SALARY : R1 101 468 per annum (Level 12), (all-inclusive salary package)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Appropriate NQF level 8 qualification or equivalent with Economics and/or Agricultural Economics as major subjects; A minimum of 6 years relevant experience of which 3 years is managerial experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge and understanding of the following: Agricultural sector; and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting/ Finance/ Audit; Appropriate strategic management and leadership skills; Advance communication skills (written and verbal/presentation); Negotiation skills (advanced); Proven ability to conduct research; Analytical skills and to conceptualise policy; Ability to network.

DUTIES	:	Continuous in-depth study/research of developments/patterns/trends in a specific agricultural environment (e.g. resources, production, marketing, reform, macro-economics, farm management, agricultural business, international trade and investment, business support, rural development, agri-processing/value chain); Manage the analysis/identification of economic questions/challenges in a specific environment/situation (specific districts/areas, a specific industries, specific events/circumstances) pertaining to legislation/strategy/ policy/initiatives/interventions; Manage the application, adaptation and/or development of models in order to reflect the current situation and/or forecast/project possible scenarios; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management.
ENQUIRIES	:	Ms B Matoti Tel No: (021) 808 5213
POST 40/182	:	**CANDIDATE SCIENTIST: PLANT SCIENCES (3-YEAR CONTRACT POSITION IN ELSENBURG) REF NO: AGR 60/2026**
SALARY	:	R687 036 per annum, (all-inclusive salary package), (OSD as prescribed).
CENTRE	:	Department of Agriculture, Western Cape Government
REQUIREMENTS	:	National Diploma in Science or relevant qualification; Registration with SACNAPS as a Certificated Natural Scientist in training is compulsory upon appointment. Competencies: Working knowledge of the following: Scientific methodologies; Research and development; Computer-aided scientific applications; Legal compliance Skills in the following: Technical: Driving; Computer Literacy; Scientific methodologies; Research and development; Report writing; Professional judgment. Generic: Analytical skills; Creativity; Self-management; Customer focus and responsiveness; Communication; Networking; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis.
DUTIES	:	Assist in the implementation of methodologies, policies, systems and procedures; To assist in the facilitation of compliance; Provide advice to internal & external clients/stakeholders on Agri-processing for decision-making, initiatives and/or interventions within a specific environment; Provide capacity building.
ENQUIRIES	:	Ms L Thabethe Tel No: (021) 808 7733
POST 40/183	:	**AGRICULTURAL ECONOMIST: MACRO AND RESOURCE ECONOMICS (ELSENBURG) REF NO: AGR 63/2026**
SALARY	:	R413 001 - R486 501 per annum (Level 08)
CENTRE	:	Department of Agriculture, Western Cape Government.
REQUIREMENTS	:	Appropriate NQF level 8 or equivalent qualification with Economics and/or Agricultural Economics as major subjects.; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Agriculture and agribusiness sector; Macroeconomics and resource economics; Data handling and management; Ability to independently conduct research, and reporting. Skills in the following: Advanced computer literacy; Research; Writing and Reporting; Communication skills (Written and Verbal); Excellent networking; Ability to work independently and as part of a team; Economic and Statistical analysis; Administration; Strategic Planning.
DUTIES	:	Perform Administration and Related Functions; Conduct Research and Analysis to Support Outputs in the Division and Inform Decision-Making; Give advice, Disseminate Research Results; Communicate with Industry Stakeholders and advise to Management; Promote integrated governance to deliver on the mandate of the Department and liaison in the field of Macroeconomics and Resource economics; Support the training activities of the Department; Support sound decision-making through integrating and updating related databases.
ENQUIRIES	:	Mr Ayabonga Sibulali Tel No: (021) 808 5210
POST 40/184	:	**CHIEF SUPPLY CHAIN MANAGEMENT CLERK: PAYMENTS AND SYSTEM CONTROL (ELSENBURG) REF NO: AGR 58/2026**
SALARY	:	R338 106 – R398 277 per annum (Level 07)
CENTRE	:	Department of Agriculture, Western Cape Government
REQUIREMENTS	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years' experience in public sector supply chain management financial background.

Competencies: Knowledge of the following: Legacy System requirements and functions; Financial background, specifically in Public Sector thorough knowledge of the PFMA, PTIs, NTIS; Record keeping procedures; Skills in the following: Numeracy; Capable driving of vehicles; Typing; Computer Literacy; Language skills; Project Management; Accounting Finance and Audit; Information Technology; Formal Training; Economic, financial analysis; Legal Administration; Strategic Planning.

DUTIES : Ensure that all banking details are properly verified and correct before capturing any payments; Pre-Authorise payment invoices, credit notes, back dated price increases on the Legacy system (LOGIS); Ensure that all relevant documents comply with current legislation prior to submission for final authorisation; Ensure payments processed within 30 days; Perform system verification on all transactions captured on the Legacy System (LOGIS); Verify receipts captured on the Legacy system (LOGIS); Ensure that the system diary with regards to outstanding orders are maintained daily; Ensure proper document administration within the unit in terms of legislation; Ensure that filing is done timely and accurately; Assist with queries, both telephonically and for walk-in clients; Assist suppliers with enquiries.

ENQUIRIES : Mr M November Tel No: (021) 808 5156

POST 40/185 : **PERSONAL ASSISTANT: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (ELSENBURG) REF NO: AGR 64/2026**

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Office Administration; Database Management; Information and Records Management; Procurement processes; Financial administration; Functioning, systems and processes of government. Skills in the following: Written and verbal communication skills; Proven computer literacy; Client liaison and networking; Report writing; Research; Problem solving; Good telephone etiquette; High-level of reliability; Ability to communicate well with people at different; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivation.

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

ENQUIRIES : Mrs Cleo West Tel No: (021) 808 5101

POST 40/186 : **ADMINISTRATION CLERK: STUDENT ADMINISTRATION (FET)- ELSENBURG REF NO: AGR 61/2026**

SALARY : R237 453 – R279 708 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: Knowledge of the following: Clerical duties, practices as well as the ability to capture computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Planning and organisation; Ability to work independently and as part of a team.

DUTIES : Render general clerical support services; Provide supply chain clerical support services; Provide personnel administration clerical support services; Provide financial administration support services and provide a support service on Occupational Health and Safety (OHS) compliance.

ENQUIRIES : Ms G Jacobs Tel No: (021) 808 7672

POST 40/187 : **ADMINISTRATION CLERK: PRODUCTION ECONOMICS (ELSENBURG) REF NO: AGR 62/2026**

SALARY : R237 453 – R279 708 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government.
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: Knowledge of the following: Clerical duties, practices as well as the ability to capture computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Planning and organisation; Ability to work independently and as part of a team.
DUTIES : Render general clerical support services; Provide supply chain clerical support services; Provide personnel administration clerical support services; Provide financial administration support services and Provide a support service on OHS compliance.
ENQUIRIES : Mr M Lingani Tel No: (021) 808 5317

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

OTHER POST

POST 40/188 : **ADMINISTRATION CLERK: LIBRARY SERVICES (SALDANHA REGION) REF NO: CAS 32/2026**

SALARY : R237 453 – R279 708 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); 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: Knowledge of the following; Clerical duties; Data capturing; Operate a computer; Collecting statistics; Administration. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skill (written and verbal); Numeracy and Literacy; Planning and organising
DUTIES : Provide administrative support to the region and affiliated public libraries; Provide asset control support services; Provide personnel administration support services within the office; Provide financial administration support services in the regional office.

ENQUIRIES : Mr Selvyn Booysen Tel No: (021) 483 2332

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

OTHER POST

POST 40/189 : **ADMINISTRATIVE SUPPORT OFFICER: CAPE CATALYST REF NO: DEDAT 29/2026**
(3 Year Contract)
Department of Economic Development and Tourism

SALARY : R338 106 – R398 277 per annum (Level 07), plus 37% in lieu of benefits

CENTRE : Western Cape Government

REQUIREMENTS : A qualification at NQF level 6 (equivalent or higher qualification); A minimum of 1 year research related experience. Competencies: Knowledge of the following: Provincial and national strategic planning strategies and frameworks; Application of relevant software packages, including PowerBI, Office Suite and SharePoint; Relevant legislation/policies/prescripts and procedures. Skills in the following: Report writing; Organising and planning; Diary management; Accuracy and numeracy; Communication (written and verbal); Content design; Analytical thinking; Monitoring, evaluation and reporting; Interpersonal relations; Problem-solving and presentation.

DUTIES : Render line administrative support services; Support economic research; Coordinate reporting activities and maintain the relevant systems; Provide documentation and information control for the Directorate.

ENQUIRIES : Ms Tshegang Chipeya at (083) 663 4731

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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 : 30 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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 40/190 : **ENVIRONMENTAL OFFICER CONTROL GRADE A: DEVELOPMENT PLANNING INTELLIGENT MANAGEMENT REF NO: EADP 24/2026**
(3-Year Contract)
Department of Environmental Affairs and Development Planning

SALARY : R636 798 per annum, (OSD as prescribed plus 37% in lieu benefits).
CENTRE : Western Cape Government
REQUIREMENTS : An appropriate 4-year Degree (or equivalent qualification) in Environmental Management, Natural or Environmental Science ora related field with Botany as a major subject; A minimum of 6 years' relevant post-qualification experience; A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge in the following: Implement environmental legislation; interpret the Constitution of the Republic of South Africa and the Constitution of the Western Cape in relation to environmental management; apply the principles of environmental management; implement policies and procedures of the Directorate and Department; maintain professional registration with the South African Council for Natural Scientific Professions (SACNASP); undertake specialised botanical training and courses in Fynbos; apply botanical knowledge and practices in environmental management, with specific reference to the Western Cape Province; interpret and apply relevant environmental laws in South Africa; conduct awareness-raising activities relating to botanical practices; conduct research and compile technical reports; apply basic to advanced knowledge of terrestrial and/or freshwater aquatic plants and animals, their functioning and interactions with one another and the biological environment within the Western Cape Province.
DUTIES : Contribute to the development of systems (including information management systems), decision-making processes, policies and protocols to promote and maintain healthy natural ecosystems, habitats and landscapes (including the urban landscape) and a sustainable environment in the Western Cape Province; Perform scientific advisory, regulatory and liaison functions as well as compiling or reports and correspondence relating to biodiversity; Initiate/participate in internal and external capacity building exercises and provide accurate reporting of statistical information; Conduct inspections and investigations into complaints and referrals of non-compliance with environmental legislation and to ensure that biodiversity priorities are integrated and adequately addressed in all enforcement actions within the Western Cape.
ENQUIRIES : Mr Achmad Bassier Tel No: (021) 483 3506

POST 40/191 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): RESPONSE INTEGRATION/ADAPTATION REF NO: EADP 22/2026 (X2 POSTS)**
Department of Environmental Affairs and Development Planning

SALARY : R518 769 - R717 846 per annum, (OSD as prescribed)
CENTRE : Western Cape Government
REQUIREMENTS : An appropriate 4 Year Honours Degree in Natural, Physical or Environmental Sciences or relevant Engineering qualification or equivalent; A valid Code B (or higher) driving license. Note: People with disabilities that restrict driving abilities

but have reasonable access to transport may also apply. Competencies: Working knowledge of the following: Climate Change research and implementation activities; Strategic thinking and passionate about environmental issues; Development and or the implementation of policies, legislation, strategies, action plans, guidelines and environmental norms and standards; Mainstreaming and capacity building climate change programmes; Development and rollout of budgeting, financing and funding models. Skills in the following: Excellent communications (written, verbal and presentation) skills; Computer literacy in MS Office Packages (Word, Excel, PowerPoint); Internet use skills including research and appropriate ethical use of Artificial Intelligence; Project Management; Research and Report Writing; Strategic Planning; Ability to work independently and as part of a team.

DUTIES : Provide support to / lead on research projects (e.g. Climate Change Adaptation and Gender Mainstreaming); Making technical contributions to the development of concept notes and project proposals; Assist with communication and awareness-raising for the unit (i.e. website updates, awareness materials, case studies, presentations); Maintain and keep up to date climate change response projects database; Develop presentations on climate change responses & deliver them to government, civil society and business; Organise meetings, climate change awareness events, seminars and conferences; Participate in Strategic planning and programmes at the Chief Directorate and Directorate level; Supporting the Climate Change Municipal Support Programme, Municipal IDP reviews, the departmental municipal support programme reporting requirements, SIME, TIME and ad-hoc engagements; Respond to ad-hoc climate change matters arising within the Departmental (i.e. Attend, provide input and report back of relevant forums and events, inputs into minister's monthly report, sub directorate meetings); Compile the Westen Cape Climate Change Response Biennial M&E Report (Data acquisition); Undertake Pilot Climate Budget Tagging for the municipalities for the purpose of project data collection and climate related finance determination for the financial year; Support the integration of climate change into sector and stakeholder group strategies and programmes; Provide support on the development, implementation and review of the Western Cape Climate Change Adaptation Pathway project; Assist in commenting on the policy, legislation and ministerial queries relating to adaptation and climate resilience; Support with research and knowledge management; Contribute to sourcing additional funding for climate change projects and explore financing mechanisms and opportunities with other stakeholders in the climate change space; Project Management.

ENQUIRIES : Mr Gerard van Weele Tel No: (021) 483 2791

POST 40/192 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: REMEDIATION AND EMERGENCY INCIDENT MANAGEMENT REF NO: EADP 28/2026**
Department of Environmental Affairs and Development Planning

SALARY : R518 769 - R717 8456 per annum
CENTRE : Western Cape Government
REQUIREMENTS : Honours level degree (NQF 8) with majors in Natural / Physical Sciences or Environmental Management or Engineering (an appropriate equivalent qualification). Competencies: Knowledge: Apply the National Environmental Management Act (NEMA) and the National Environmental Management: Waste Act (NEMWA), particularly Part 8 on contaminated land; implement the Environmental Management Inspectorate (EMI) framework; manage pollution incidents; implement environmental compliance and enforcement processes; conduct environmental risk assessments; apply remediation technologies and contaminated land management principles; manage chemicals and hazardous substances in accordance with applicable requirements; implement relevant international conventions and agreements relating to pollution and chemicals management; implement Public Service legislation, policies and procedures; apply project and stakeholder management principles; Skills: perform numeracy and literacy functions; drive vehicles; use computer systems effectively; communicate effectively in the required language; manage projects; perform basic financial tasks; compile and write reports; manage time effectively.

DUTIES : Process and provide specialist input on the administration of contamination land sites, including assessment, management and monitoring of remediation

of contaminated sites; Provide specialist technical advice and guidance on environmental reports and submissions (relating to pollution and chemicals management) to organs of state and other stakeholders, ensuring compliance with environmental legislation; Coordinate and provide specialist scientific, technical and regulatory support for the management of pollution-related complaints and section 30 of NEMA incidents; Assist with general administration, quality assurance, reporting and project support within the unit.

ENQUIRIES : Ms Amina Suliaman Tel No: (021) 483 2571

POST 40/193 : **CHIEF SUPPLY CHAIN MANAGEMENT CLERK (SCM PRACTITIONER): ACQUISITION AND LOGISTICS MANAGEMENT REF NO: EADP 23/2026**
Department of Environmental Affairs and Development Planning

SALARY : R338 105 - R398 277 per annum (Level 07)
CENTRE : Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent); A minimum of 6 years' appropriate experience. Competencies: Perform basic supply chain duties and administrative practices; capture data, operate computer systems and collect statistics; apply the legislative framework governing the Public Service; follow work procedures relevant to the working environment; LOGIS and EPS functions. Skills: perform numeracy and literacy functions; communicate effectively in the required language.
DUTIES : Supervise and render asset management clerical services; Supervise and render demand and acquisition clerical services; Supervise and undertake logistical support services; Supervise human resources/staff.
ENQUIRIES : Ms Donna Swarts Tel No: (021) 072-9394986

POST 40/194 : **TRANSPORT OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: EADP 26/2026**
Department of Environmental Affairs and Development Planning

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year appropriate experience. Competencies: Knowledge of the following: Apply financial norms and standards, including the Public Finance Management Act (PFMA), National Treasury Regulations (NTRs) and Provincial Treasury Instructions/Directives (PTIs); manage budgeting processes; apply motor transport regulations; implement applicable financial prescripts and Treasury Instructions; perform routine financial and administrative tasks; process payments in accordance with prescribed procedures; use the LOGIS system to support payment and financial administration processes; Skills: perform numeracy and literacy functions; solve problems; perform financial tasks; communicate effectively; plan and organise activities; manage people; make sound decisions; use computer systems effectively; compile and write reports; resolve conflicts; work effectively under pressure.
DUTIES : Provide monitoring, maintenance, and control of the GG fleet service. Ensure verification of information on the Fleetman system (web based system); People supervision/management; Administer, verify and monitor the use of rental vehicles.
ENQUIRIES : Ms Donna Swartz at 072 939 4986

POST 40/195 : **ADMINISTRATION CLERK: STRATEGIC AND OPERATIONAL SUPPORT REF NO: EADP 27/2026**
Department of Environmental Affairs and Development Planning

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Western Cape Government
REQUIREMENTS : An appropriate Senior Certificate (Grade 12 or equivalent). Competencies: Knowledge of following: Implement financial and administrative prescripts governing the public sector, the Western Cape Government and the Department; implement legislation, regulations, policies and prescripts relevant to the Department and the component; perform general office administration processes; manage databases and information; perform project administration processes; manage records in accordance with applicable legislation, regulations, policies, prescripts and procedures; implement people

management prescripts, policies and processes; implement supply chain management procedures; Skills: use Microsoft Office applications, including Word, Excel and PowerPoint; work independently and as part of a team; communicate effectively in writing and verbally.

DUTIES : Administer travel administration services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

ENQUIRIES : Ms Codesa Boya Tel No: (021) 483 5299

DEPARTMENT OF HEALTH AND WELLNESS

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

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

CLOSING DATE : 20 November 2026, 17:00PM

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

OTHER POSTS

POST 40/196 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHETICS) (X3 POSTS)**

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with HPCSA as Medical Specialist in Anaesthesiology. Experience: **Grade 1**: None after registration with the HPCSA as Medical Specialist in Anaesthesiology. **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 Anaesthesiology. **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 employees) as Medical Specialist in Anaesthesiology. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, and diversity, transformation and equity. Ability to function well in a team environment and a team player, with good inter-personal skills. Strong moral and ethical record in anaesthetic practice. Strong educational or teaching experience background in both the under and post-graduate domains. Willingness to participate in the CMSA exams. Research experience.

DUTIES : (key result areas/outputs): The management of specialist anaesthetic patients within the Department and at related hospitals to Groote Schuur, Red Cross War Memorial Children's, New Somerset and Mowbray Maternity Hospitals. Provide academic leadership in the areas of under - and postgraduate teaching, training and research. Provide comprehensive clinical services. Organise and contribute to the anaesthetic skills training courses. Manage and provide leadership to colleagues and contribute significantly to the

administrative duties of the combined department including, assessments and performance management. Contribute to the administration and management of the department and provide outreach and support to referring institutions. Build and maintain Departmental team spirit and development.

ENQUIRIES : Ms C Wyngaard Tel No: (021) 404-5004

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). Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical specialist appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital.

POST 40/197 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY) (X3 POSTS)**

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthesiology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. Inherent requirement of the job: Valid driver's license and willingness to travel as part of the outreach program. Willingness to work after-hours to meet operational requirements. Competencies (knowledge/skills): Evidence of cross-disciplinary teamwork and excellent interpersonal relationships. Evidence of planning and execution of clinically relevant and impactful research projects as a Medical Specialist in Anaesthesiology. Evidence of ability to supervise registrars in Anaesthesiology, including preparation for their Fellowship examination in Anaesthesiology. Excellent communication skills.

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

DUTIES : Provide Perioperative Patient Care in the operating rooms and critical care units at the standards required of a Specialist Anaesthesiologist. Teaching and Lecturing of Anaesthesiology and Critical Care to Undergraduate students, Postgraduate students and Peers. Evaluation of students and peers. Staying abreast of latest developments in the field of Anaesthesiology and Critical Care. Administration: Hospital and University related administrative tasks. Research related to Anaesthesiology and Critical care, and related topics, which includes facilitating the research component required by registrars by the HPCSA for specialty registration and publishing in peer reviewed, accredited journals.

ENQUIRIES : Prof S Chetty, email: seanchetty@sun.ac.za

POST 40/198 : **SENIOR REGISTRAR (MEDICAL) (HEPATOLOGY)**
(3 year contract)

SALARY : R1 395 528 per annum, A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Registration with the Professional Council: Registration with the HPCSA as Medical Specialist (Independent Practice) in Internal Medicine. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Completion of the logbook of Gastrointestinal and Hepatology technical procedures. Communication including report generation, letter writing, consultation. Effective and efficient administration. Facilitation of management system. MMED and FCP (SA) Qualification.

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 3 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Please ensure that you attach an updated CV. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines.

DUTIES : Undertake and complete College of Medicine examination for the Certificate Hepatology (CMSA). Teaching and Training/Supervision of Junior Staff. Presentations at conferences. Participate in the teaching programmes of the Department at a level appropriate to training and experience. -Initiate and complete appropriate research project for MPhil in advanced Hepatology and Liver Transplantation. Effective and efficient administration of clinical records and patient reports. Clinical Service Provision. Clinical Governance and Administration. Assessment, diagnosis and treatment of inpatients and outpatients with acute and chronic liver diseases as well as liver transplant patients at a level appropriate for training and experience. Assessment, diagnosis and treatment of inpatients and outpatients with acute and chronic gastrointestinal diseases, including core endoscopy skills.

ENQUIRIES : Dr M Sonderup Tel No: (021) 404-6422 or mark.sonderup@uct.ac.za

POST 40/199 : **SENIOR REGISTRAR (MEDICAL) (HAEMATOLOGY)**
(3 Year Contract)

SALARY : R1 395 528 per annum, A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Registration with a professional council: Registration with

the HPCSA as Medical Specialist (Independent Practice) in Medicine. Inherent requirements of the job: Commuted overtime is compulsory. Participate in the after-hours clinical duties. Competencies (knowledge/skills): FCPath (Haematology) (SA) or FC Physicians (SA) qualification or equivalent. Appropriate clinical experience in stem cell transplantation and critical care. Strong interest in Clinical Haematology. Clinical skills appropriate to specialist practice. Ability to work effectively in multidisciplinary teams. Excellent communication and interpersonal skills. Competence in clinical governance and quality improvement. Teaching and leadership potential. Commitment to patient-centred care. Research aptitude.

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 3 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. -Please ensure that you attach an updated CV. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines.

DUTIES : Research. Clinical Governance. Teaching and Training. Clinical Service. Laboratory training.

ENQUIRIES : Prof E Verburgh Tel No: (021) 404 3080 or email: estelle.verburgh@uct.ac.za

POST 40/200 : **DEPUTY MANAGER: MEDICAL PHYSICS**

SALARY : R1 295 388 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 for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic x-ray and nuclear medicine equipment, computers and software. Knowledge of the statutory regulations regarding the medical use of ionising radiation. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Capable of managing a team of medical physicists and other staff to deliver medical physics services in an academic hospital. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy and the ability to work under pressure and meet deadlines.

DUTIES : Managing medical physics operations in radiotherapy, radiology and nuclear medicine, including dosimetry, quality assurance and radiation protection functions, as well as the writing of bid specifications for equipment. Managing medical physics staff. Active participation in the routine execution of clinically related medical physics tasks as required. Responsible for commissioning and

optimisation of new equipment and techniques. Managing the academic teaching and clinical training programmes in the Medical Physics Division. Management of and active participation in the research and development programme of the Medical Physics Division. Managing the radiation protection services in the hospital.

ENQUIRIES : Prof C Trauernicht Tel No: (021) 938-6027, email: cjt@sun.ac.za

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

POST 40/201 : **MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)**
Chief Directorate: Rural 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 : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a professional council: Registration with the HPCSA as Medical Officer. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. - One (1) year's relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** A minimum of Five (5) appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of six (6) relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom required to perform community service 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: Valid (Code B/EB) driver's licence, willingness, and ability to travel. Competencies (knowledge/skills): Appropriate experience in Internal Medicine. Proven experience in procedural skills, appropriate to the field of Internal Medicine. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Good professional attitude. Communication skills.

DUTIES : Provide efficient and affordable high-quality Internal Medicine care to patients served by the hospital and the Rural West Ecosystem, ensuring both productivity and excellence. Provide service professionally and ethically. To serve as role model and clinical mentor to junior doctors and associated clinical staff by setting an example of an exemplary medical practitioner. Establish a supportive learning environment for junior staff and students at undergraduate level. Provide Outreach and Support services to the Rural West Ecosystem. Maintain positive and collaborative relationships with patients, nursing staff, colleagues, and referral services at both district and tertiary levels. Prepare and submit all necessary medical reports and documentation to fulfil legal and administrative requirements. Undertake the necessary Continuing Professional Development (CPD) activities to uphold your registration status with the HPCSA.

ENQUIRIES : Dr E Marcos at emmanuel.marcos@westerncape.gov.za

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

linked to the Institution/Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 40/202 : **MEDICAL OFFICER GRADE 1 TO 3 (EMERGENCY MEDICINE)**
Chief Directorate: Rural 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 : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a professional council: Registration with the HPCSA as Medical Officer. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. One (1) year's relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health 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: Valid (Code B/EB) driver's license, willingness, and ability to travel. Competencies (knowledge/skills): Appropriate experience in Emergency Medicine. Proven experience in procedural skills appropriate to the field of Emergency Medicine. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Good professional attitude. Good Communication skills.

DUTIES : Provide comprehensive emergency care to patients by diagnosing and treating illnesses and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Maintain accurate and detailed patient records. Refer patients to specialists or other healthcare providers when necessary. Financial management by effective and efficient use of resources. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.

ENQUIRIES : Dr AA Parker Tel No: (021) 860-2500, or email: aziz.parker@westerncape.gov.za

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

POST 40/203 : **PHARMACIST GRADE 1 TO 3**
West Coast District

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

CENTRE : Malmesbury CDC, Swartland Sub-district (PHC)

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a pharmacist. Experience: **Grade 1:** None after registration as a Pharmacist with SAPC in respect of SA qualified employees. 1-year relevant experience after registration as a pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6-years' relevant experience after registration as a pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 13 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as a pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work as a Pharmacist within a multi-disciplinary team. Competencies (knowledge/skills): Good knowledge of institutional pharmacy practices and procedures, including cold chain practices. Good numeric skills/computer literate. Knowledge of Drug Supply Management Principles. Knowledge of Good Pharmacy Practice. Sound knowledge of the EML. JAC/WellSky dispensing system knowledge. Meticulous and attention to detail. Good communication skills and proficiency. Strategic Planner and organize tasks. Financial Management. Good People Management and interpersonal skills, team-orientated. Service Delivery Innovation. Client orientated and Customer focused. Problem solving and analysis. Mentoring and Tutoring skills. Ability to write SOPs. Computer literacy (MS Word, Excel and Outlook).

DUTIES : Strategy and Planning. Drug Supply management within the Swartland Sub-District. Quality Assurance and Governance of Dispensing. Improved access to medication, including CDU and DMOC. Finance and Supply Chain Management. People Management (in capacity of Delegated Supervisory Pharmacist). Quality Assurance pertaining to Ideal Clinic and National Audits, Data collection and reporting.

ENQUIRIES : Ms T Midgley Tel No: (022) 486-2220

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

POST 40/204 : **ASSISTANT MANAGER NURSING: SPECIALTY (WOMEN AND CHILD HEALTH)**
Chief Directorate: Metro Health Services

SALARY : R785 568 per annum

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. -A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science, Medical and Surgical Nursing Science: Critical Care Nursing: Child or Child Nursing Science (R212) OR a 4-year Bachelor's degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the SANC as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Midwifery or Critical Care Nursing (Child) or Child Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 10 years' appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC. At least 6 years of the above period must be appropriate/recognisable experience after obtaining the post-basic qualification or a post-graduate diploma in the relevant specialty. At least 3 years of the above period must be appropriate/recognisable experience at nurse management level. Inherent requirement of the job: Valid (Code B/EB) driver's license. Will be required to do standby cover, after hours, weekends and public holidays. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Knowledge of relevant legislation and policy related to this nursing specialty.

DUTIES : Responsible for management and co-ordination of clinical nursing care in the Women and Child Health Department of the hospital. Effective management and utilization of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth & development and participation in research within the clinical environment. Support/ deputise for the deputy manager nursing and support the Nursing department and the institution.

ENQUIRIES : Ms D Anthony Tel No: (021) 360-4408

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

POST 40/205 : **ASSISTANT MANAGER NURSING (HEAD NURSING)**
Chief Directorate: People Management

SALARY : R785 568 per annum

CENTRE : Head Office, Cape Town (Nursing Practice)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) as a General Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse or General Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid Driver's Licence and willingness to travel to support assigned provincial engagements and facility support activities. Competencies (knowledge/skills): Thorough knowledge of nursing legislation, regulations and prescripts, including scopes and standards of practice and SANC and National Department of Health (NDoH) requirements. Appropriate knowledge of provincial nursing practice frameworks, Clinical Nurse Practitioner (CNP) authorisation requirements, Continuing Professional Development (CPD) and the National Nursing Leadership Competency Framework. Appropriate knowledge of community service nursing processes, including placement, registration, commencement, completion and absorption. Relevant knowledge of public service governance, including the Public Finance Management Act (PFMA), Treasury Regulations and departmental Human Resources, procurement and financial policies. Sound knowledge of workforce planning, nursing practice management, professional governance, quality improvement and patient safety. Strong operational planning, programme coordination, monitoring and evaluation, information management, reporting and data analysis skills. Sound interpersonal, stakeholder engagement,

negotiation and communication skills. (written and verbal). Computer literacy (MS Word, Excel, PowerPoint, Outlook, Teams and data management systems).

DUTIES : Manage the implementation, coordination, monitoring and evaluation of assigned provincial Nursing Practice programmes, including operational planning, progress reporting and risk and corrective-action tracking. Coordinate the review and implementation of nursing policies and practice standards, coordinate the nursing peer review programme and monitor patient safety and the quality of nursing care. Provide workforce planning and scope of practice inputs, coordinate community service nursing processes and monitor CNP authorisation. Coordinate nursing leadership, CPD and stakeholder governance activities, including assigned forums, and liaise with healthcare facilities, Nursing Education Institutions, Higher Education Institutions and all relevant stakeholders. Manage assigned staff, resources and records and ensure operational continuity in accordance with relevant legislation and directives. Provide support and advice to the Manager Nursing Practice and senior management on nursing practice matters.

ENQUIRIES : Ms S Fredericks Tel No: (021) 940-4400

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

POST 40/206 : **OPERATIONAL MANAGER NURSING (SPECIALTY AREA: THEATRE)**

SALARY : R720 819 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. OR a 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Peri-operative Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality or post-graduate diploma in the relevant speciality. Inherent requirement of the job: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Strong leadership and interpersonal skills. Good written and verbal communication skills.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing service as an Operational Manager. Participative management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms V Dubase Tel No: (021) 938-4000

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

POST 40/207 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PAEDIATRIC EMERGENCY)**

SALARY : R720 819 per annum

CENTRE	:	Tygerberg Hospital, Parow Valley
REQUIREMENTS	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Child Nursing (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 Critical Care Nursing (Child). 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 SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Strong leadership and interpersonal skills. Good written and verbal communication skills.
DUTIES	:	The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing service as an Operational Manager. Participative management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service and the institution. To maintain ethical standards and promote professional growth and self-development.
ENQUIRIES	:	Ms V Dubase Tel No: (021) 938-4000
NOTE	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical / competency assessment.
POST 40/208	:	**QUALITY ASSURANCE MANAGER** Garden Route District
SALARY	:	R605 742 per annum
CENTRE	:	Garden Route District Office, George
REQUIREMENTS	:	Minimum educational qualification: A health-related qualification at NQF level 7 that allows registration with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC) or South African Pharmacy Council (SAPC). Experience: Appropriate experience in quality assurance, risk management, OHS and infection prevention control (IPC) in a health service setting program. Appropriate experience in managing quality assurance. Inherent requirement of the job: Valid (Code B/EB) drivers license and willingness to travel within the district. Competencies (knowledge/skills): Computer Literacy (MS Office: MS Word, Excel, PowerPoint and Outlook). Advance managerial and communication skills (verbal and written. Ability to analyze and interpret Health Systems Information and compile and present reports. Good leadership and project management skills.
DUTIES	:	Effectively coordinate and manage Quality Improvement Systems in the District. Support Health Establishment staff and Quality Assurance coordinators with the implementation of the Ideal Clinic Realization and Maintenance (ICRM) and Ideal Hospital requirements in preparation for the Office of Health Standards Compliance (OHSC). Coordination and Management of Quality Assurance training needs within the district. Ensure the maintenance of the Infection Prevention and Control (IPC) and Occupational Health and Safety (OHS) standards within the district. Ensure the quality of Quality Assurance data in the Garden Route District.
ENQUIRIES	:	Ms B Ndlovu Tel No: (044) 803-2700

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. This post does not form part of the OSD Categories.

POST 40/209 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)**
Central Karoo District

SALARY : R571 161 per annum, (Plus non pensionable rural allowance of 12% of your annual basic salary).

CENTRE : Central Karoo District Office (stationed in Beaufort West)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (code B/EB) driver's licence and a willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Good psychosocial, health assessment, interpersonal, planning, organisational and training skills. Good interpersonal relations, leadership and communication skills (verbal and written). Appropriate knowledge of the Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, and Chronic Conditions and must be computer literate (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.

DUTIES : Ensure implementation, coordination, monitoring and evaluation of the District Child health services and strategies. Support the implementation of the HIV/AIDS/STI/TB services, establish linkages with integrated management of chronic conditions, Maternal Women, Youth and Men's Health and the 1st 1000 day's strategies within the Laingsburg and Prince Albert sub districts and the Beaufort West Sub District. Support the internal and external interface strengthening with the focus on the COPC Model. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Support the Laingsburg and Prince Albert Sub Districts and the Beaufort West Sub District to achieve and maintain Ideal Health status (PHC facilities and District Hospitals). Support the Laingsburg and Prince Albert Sub Districts and the Beaufort West Sub District to with all other quality related services.

ENQUIRIES : Ms J Nel Tel No: (023) 414 -3590

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment and competency test. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 40/210 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNITIL) (WARD 97)**
Chief Directorate: Metro Health Services

SALARY : R571 161 per annum

CENTRE : Lentegeur Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid code (B/EB) drivers licence. Willingness to work shifts, after hours, public holidays, day or night and standby duties. Willingness to assist in

other wards when required. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective interpersonal, leadership, organisational skills, decision making and conflict resolution skills. Computer literacy in the MS package (Word, Excel and PowerPoint). Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Ability to manage the hospital after-hours and rotate on night duty. Demonstrate a good understanding of HR and financial policies and practices. Knowledge of FBU functions and management (ability to work collaboratively within FBUs). Appropriate/recognisable experience working within the Psychiatric and Intellectual Disability services. Appropriate experience working with in the Acute Psychiatric Services.

DUTIES : Supervise, co-ordinate and delegate the provision of effective and efficient client care through adequate excellent quality care. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi- disciplinary teamwork). Effective and efficient management of all resources. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Ensure that participation in research related activities are evident in the nursing practice. Maintain professional growth and ethical standards and promote quality of nursing care.

ENQUIRIES : Mr ST Mndende Tel No: (021) 370-1400

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

POST 40/211 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District

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

CENTRE : Toekomsrus Clinic, Oudtshoorn Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). OR A 4-year Bachelor's degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1**: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to work overtime when needed. Willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).

DUTIES : Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.

ENQUIRIES : Ms NC Jackson Tel No: (044) 203 – 7205

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of

application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48) or post graduate diploma in Primary Care Nursing accredited with the SANC (R635). - It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 40/212 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ORTHOPAEDICS**)

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

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Orthopaedic Nursing. (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 postgraduate diploma (R635) accredited with the SANC in Orthopaedic Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade** 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic qualification or Post Graduate diploma in the relevant speciality. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Willingness to rotate within the Orthopaedics module. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing speciality. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others.

ENQUIRIES : Ms V Dubase Tel No: (021) 938-4000

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification or Post Graduate diploma in the relevant speciality.

POST 40/213 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ONCOLOGY)**

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

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional

Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Oncology (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 postgraduate diploma (R635) accredited with the SANC in Oncology Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/ recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic qualification or Post Graduate Diploma in the relevant speciality. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Willingness to rotate between Oncology departments. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing speciality. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others.

ENQUIRIES : Ms V Dubase Tel No: (021) 938-4000

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of 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 registration in the post-basic qualification or Post Graduate Diploma accredited with the SANC in the relevant speciality.

POST 40/214 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
West Coast District

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

CENTRE : Saldanha PHC (Stationed at Saldanha Bay Clinic), Saldanha Bay Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic

qualification OR a post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid driver's license (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Knowledge of the Nursing Act and relevant regulations. Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act and other relevant legislation. Knowledge and application of Ideal Clinic and National Core Standards. Knowledge of Community Orientated Primary Care.

DUTIES : Effective execution and assist with the management of relevant Curative Programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with the management of relevant Child Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with the management of relevant Women's Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective execution and assist with the management of relevant HAST programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective provision of high-quality services measured by outcomes of all of the quality assurance activities.

ENQUIRIES : Ms AR Louw Tel No: (022) 709-5067

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

POST 40/215 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**
Chief Directorate: Rural Health Services

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

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science (R212) OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R 1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Midwifery. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1**: A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in Occupational Health Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Or a post graduate diploma (R635) accredited with the SANC in Occupational Health Nursing. Inherent requirements of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Ability to communicate effectively (both written and verbal). Computer literacy (MS Word, Excel, PowerPoint and Outlook). Skills to plan, organise and coordinate the service by analysing, problem solving and decision making. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care.

DUTIES : Develop, manage and implement an effective Occupational Medical Surveillance Programme in the hospital. Coordinate and manage an effective Occupational Health (OH) Clinical Service for staff. Identification and Mitigation of Occupational Risks in the hospital. Governance, compliance and

management of Occupational Health Services Training, Capacity Building and Occupational Health Awareness.

ENQUIRIES : Email: Mr F Van der Watt at Francois.vanderWatt@westerncape.gov.za

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

POST 40/216 : **INDUSTRIAL TECHNICIAN: UNIT HEAD (INSTRUMENT UNIT) (CLINICAL ENGINEERING)**

SALARY : R487 197 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: National Diploma in Electronics, Mechanical or Mechatronic Engineering (T; S or N stream or similar). Experience: Appropriate practical experience in medical equipment and repairs. Appropriate experience of operating tables and lights, surgical instruments etc. and a basic understanding of medical terms. Appropriate supervisory experience. Inherent requirement of the job: Valid driver's license to perform standby and call-out duties if and when required. Competencies (knowledge/skills): Proven knowledge of health technology principles. Ability to compile technical specifications for medical equipment, especially Theatre Equipment. Excellent ability to do fault finding on equipment. Good written and verbal communication skills. Proven experience computer literacy (i.e. MS Word, Excel). Product specific technical training. Advanced knowledge of managing, planning and organizing maintenance schedules.

DUTIES : Carry out advanced maintenance, repairs, calibration, modifications and installations of medical equipment. Train junior technicians and users on equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Perform all administrative functions as required by the Clinical Engineering Department, managers and health Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993. Liaison with hospital and private sector staff while reporting to the Control Technician in charge of the Clinical Engineering Department at Tygerberg Hospital. Manage the Instrument workshop, including contract covering medical equipment and be willing to work within all Clinical Engineering disciplines.

ENQUIRIES : Ms M Rossouw Tel No: (021) 938-4634/4952

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

POST 40/217 : **ASSISTANT DIRECTOR: HUMAN RESOURCE AND FACILITY MANAGEMENT**
Cape Winelands Health District

SALARY : R487 197 per annum

CENTRE : Stellenbosch Hospital, Stellenbosch Sub-district

REQUIRMENTS : Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent. Experience: Extensive experience in managing of staff in a health facility. Appropriate experience in people management and facility management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Sound knowledge of HR management, labour relations, performance management, staff development and related HR administration processes. Knowledge of relevant government and departmental policies, prescripts and legislation. Knowledge of support services, facility management and maintenance. Contract management knowledge and skills, including specification development, service-provider monitoring, expenditure control and successor-contract planning. Good supervisory, leadership, planning, coordination, problem-solving and conflict-management skills. Ability to compile clear reports, submissions, registers, minutes, action plans and management feedback. Good written and verbal

communication. Computer literacy, including MS Office, Excel, PowerPoint and PERSAL.

DUTIES : Facilitate, coordinate and manage HR planning, recruitment and selection, HR administration, human resource development, performance management, labour relations and related compliance processes within the Sub-district. Manage and monitor hospital and Sub-district support services, including food services, porter services, transport, linen, telecommunications, staff accommodation, facility management and maintenance. Manage support-services contracts, including security, cleaning, gardening, pest control, courier, medical waste, sanitary bins, removal of bodies and pauper burials, with appropriate planning, specifications, monitoring, expenditure control, corrective action and successor-contract planning. Provide effective leadership, supervision and support to staff and supervisors within the relevant components, including performance management, staff development, leave and attendance management, discipline, communication and service-continuity arrangements. Provide management support, helping with projects, problem-solving and implementation of improved administrative and digital systems.

ENQUIRIES : Dr N Blanckenberg Tel No: (021) 808-6106

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency assessment as part of the interview process.

POST 40/218 : **ASSISTANT DIRECTOR: FINANCE**
Garden Route District

SALARY : R487 197 per annum

CENTRE : Mossel Bay Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF Level 6 or equivalent). Experience: Appropriate experience in Financial and Supply Chain Management. Inherent requirement of the job: Willingness to work after-hours when required. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Ability to meet need and to recognize and respond to problematic matters. Advanced computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Good management and supervisory skills and ability to work independently and part of a team. Practical workable knowledge of Logis and BAS. Sound financial management within regulatory framework.

DUTIES : Develop and maintain an effective, efficient and economic supply chain management administration and service. Manage efficient control of expenditure in accordance with the approved institutional budget. Develop and maintain an effective, efficient and economic patient administration, revenue and patient record service. Manage subordinates within components. Provide support with regards to contract management in the Sub-district.

ENQUIRIES : Dr JB van Jaarsveld Tel No: (044) 604 -6101

NOTE : No payment of any kind is required when applying for this post. Short listed candidates will be subject to competency testing.

POST 40/219 : **AUDIOLOGIST GRADE 1 TO 3**

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist or Speech Therapist and Audiologist. Registration with a professional council: Registration with the HPCSA as an Audiologist or Speech Therapist and Audiologist. Experience: **Grade 1**: None after registration with the HPCSA in the relevant profession in Audiology or Speech Therapy and Audiology (where applicable in respect of RSA qualified employees). 1-year relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology in respect of SA qualified employees. A Minimum of 11 years' relevant experience after

registration with the HPCSA in Audiology or Speech Therapy and Audiology in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3**: A minimum of 20 years' relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Competencies (knowledge/skills): Proven clinical skills in the areas of paediatric and adult diagnostic and rehabilitative audiology, including but not limited to: newborn hearing screening; diagnostic ABR; paediatric behavioural testing (VRA and CPA); management of paediatric hearing loss including hearing aid fitting, verification and early intervention pathways; adult diagnostic testing; management of adult hearing loss including hearing aid fitting, verification, and basic repairs. Excellent communication skills. Good report writing, interpersonal, organising, leadership and planning skills, as well as computer literacy. Ability to work independently as well as in a multi-disciplinary team. Ability to cope with the demands of a high pressure, fast-paced working environment.

DUTIES : Render tertiary-level diagnostic and rehabilitative audiological services to children and adults in accordance with patient needs and professional standards. Perform, analyse and interpret specialised assessments including diagnostic ABR for infants and children. Appropriately assess and manage difficult-to-test populations. Manage resources optimally and effectively. Participate in the multi-disciplinary team environment both within and outside hospital. Participate and present In-service training and Continuing Education. Perform administrative tasks related to the audiology service within the hospital. Assist in clinical teaching /supervision of undergraduate students.

ENQUIRIES : Ms J Birkenstock Tel No: (021) 938-4825/4/17

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

POST 40/220 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Chief Directorate: Metro Health Services

SALARY : R413 001 per annum

CENTRE : Khayelitsha/ Eastern Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Appropriate National Diploma (NQF6) or equivalent. Experience: Appropriate experience in Financial Management and Financial Accounting. Appropriate experience in Expenditure control and completion of BMIs. Appropriate supervisory experience. Inherent requirements of the job: Valid drivers’ licence. Willingness to travel. Competencies (knowledge/skills): Organizational, managerial, leadership skills and an aptitude for working with financial figures. Strong people management and supervisory skills, ability to work in a team context and motivate team members. Computer literacy in Microsoft Office. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System. Good verbal and written communication skills.

DUTIES : Effective and efficient support to the ASD to manage the Budgetary Function within the Sub-structure. Effective and efficient support to the ASD to manage budget, revenue & expenditure monitoring and control within the Chief Directorate: KESS Sector. Effective and efficient support to the ASD in Financial accounting, including compliance and risk management within the Chief Directorate: KESS Sector. Effective support to the ASD in the management of Human Resources in the component. Monthly processing of transfer payments. Monthly financial reporting and reconciliation. Administer interdepartmental claims.

ENQUIRIES : Ms N Mthwana Tel No: (021) 360-4715

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

POST 40/221 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**
Chief Directorate: Metro Health Services

SALARY : R413 001 per annum
CENTRE : Klipfontein / Mitchells Plain Sub-structure office
REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent. Experience: Appropriate experience in Labour Relations. Inherent requirement of the job: A valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Ability to work independently and under pressure. Computer literacy.
DUTIES : Ensuring the promotion of sound labour relations, pertaining to grievances, disputes & labour forums. Compilation of accurate statistical reports on labour issues. Provisioning of an effective and efficient collective bargaining support and maintenance function. Facilitating the training & development of staff in respect of Labour Relations. Provisioning of efficient support to the Assistant Director, Director and facilities.
ENQUIRIES : Ms D Carlson Tel No: (021) 370-5048
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical, and oral assessment.

POST 40/222 : **CASE MANAGER**
Chief Directorate: Rural Health Services

SALARY : R413 001 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: A qualification at NQF level 7 or equivalent that allows registration with the Health Professions Council of South Africa (HPCSA) and/or South African Nursing Council (SANC) and/or South African Pharmacy Council (SAPC). Experience: 3 Year's relevant experience. Competencies (knowledge/skills): Knowledge of the Medical Schemes Act 131 of 1998, regulations and annexures as amended and basic knowledge of the uniform patient fees schedule and patient billing. Knowledge of prescribed minimum benefits i.e. the chronic disease list and diagnostic treatment pairs and knowledge of and experience in ICD 10 Codes assignment, the ability to link patient diagnosis with procedure codes and knowledge of Clinicom and EDI (Electronic Data Interchange). Ability to work with Excel spread sheets, Microsoft Word and web-based programs (medical aids). Good communication, conflict management, interpersonal and leadership skills.
DUTIES : Maintain efficient and effective communication with all role players to ensure full settlement of accounts. Evaluate and monitor ICD 10 coding for externally funded patients. Interpret and implement Case Management policies, protocols and procedures efficiently and effectively. Coordinate the workflow processes between clinical and admin personnel. Managerial/Supervisory functions.
ENQUIRIES : Ms M Frieslaar, email: Milicent.Frieslaar@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post.

POST 40/223 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A TO C (ELECTRICAL)**
Directorate: Engineering and Technical Services

SALARY : Grade A: R407 337 per annum
Grade B: R460 086 per annum
Grade C: R518 769 per annum
CENTRE : Professional Engineering Services (Location on the Karl Bremer Hospital estate)
REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma in Engineering (Electrical) or equivalent, Registration with a professional council: Registration with ECSA as a Professional Engineering Technician (Electrical). Experience: **Grade A**: 3-years post qualification experience. **Grade B**: At least 14 years' appropriate/recognisable experience in the area after obtaining the qualification. **Grade C**: At least 26 years' appropriate/recognisable experience in the area after obtaining the qualification. Inherent requirement of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Physically fit and able to inspect buildings and related engineering infrastructure and machinery. Valid (Code B/EB) driver's licence.

Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Contracts and quality management skills. Knowledge of risk analysis and risk mitigation strategies and prioritisation. Conversant with OHSA and regulations pertaining to Electrical and Electronic installations. Conversant with legal compliance such as SANS 10142-1, SANS 60439, SANS 10139, etc. Conversant with NEC contracts especially the Short-, Term service- and Framework agreement forms of contracts. Computer literate (MS Word. Auto CAD and Excel). Knowledge and experience in computer aided design of engineering infrastructure in the health care environment. Sound interpersonal and good verbal and written communication skills.

DUTIES : Compile specifications and tender documentation within prescribed timeframes. Manage and deliver projects from inception through to completion and close-out. Liaise with stakeholders regarding project requirements, information, progress and deliverables. Ensure continuity of maintenance schedules by prioritising work in accordance with operational requirements. Ensure that engineering infrastructure, plant and equipment comply with the Occupational Health and Safety Act of 1993 and its relevant regulation, built-environment legislation, regulations, standards and prescripts within the healthcare environment.

ENQUIRIES : Mr N Oosthuizen Tel No: (021) 830-3781

NOTE : No payment of any kind is required when applying for this post. A practical/competency test may form part of the shortlisting and/or interview process, a full job description is available upon request. Candidates may be subjected to a competency test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.

POST 40/224 : **SOCIAL WORKER GRADE 1**

SALARY : R338 208 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: None. Competencies (knowledge/skills): Knowledge of social work legislation, policies, ethical standards and case management process, including psychosocial assessment, crisis intervention, child protection, discharge planning and services to vulnerable groups, strong communication, counselling interview and interpersonal skills with the ability to engage effectively with patients, families, multidisciplinary teams and external stakeholders. Good administration skills. Ability to function under pressure and computer literacy.

DUTIES : Provision of comprehensive, client centered social work services to adults and children through psychosocial assessments, counselling, crisis intervention, child protection services and discharge planning for patients and families. Participate in multidisciplinary team processes and collaborate with internal and external stakeholders to coordinate services, advocate for patients and address barriers to care and discharge. Maintain accurate and compliant records, reports and statistics in accordance with professional legal and organizational requirements. Render social work services in any department as required. Ensure professional governance and compliance through adherence to legislation, ethical standards, departmental policies, continuous development, and performance management requirements.

ENQUIRIES : Dr N Frans / Mr A Lindoor Tel No: (021) 938-5684/4164

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 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 as Social Worker with the relevant council (including individuals who must apply for change in registration status)”.

POST 40/225	:	**ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT** Garden Route District
SALARY	:	R338 106 per annum
CENTRE	:	Mossel Bay Hospital
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management (warehouse and asset management) and Finance processes. Appropriate Supervisor Experience. Appropriate experience in LOGIS system & EPS. Inherent requirement of the job: Valid (Code B) driver's licence and willingness to drive. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Power point). Appropriate knowledge of the Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, Accounting Officer System and Delegations. Good leadership abilities. Good communication skills (verbal and written). The ability to meet deadlines and complete tasks under extreme pressure.
DUTIES	:	Inventory control and warehouse management. Perform LOGIS system controller functions. Ensure that all transactions comply with legislative requirements (audit compliance) and handle audit queries with regards to SCM. Manage the LOGIS system and the approval of transactions and drawing of related reports. Assist with financial procedures and reporting on Annual and Interim Financial Statements. Asset management of the Mossel bay sub-district and demand and requisition management.
ENQUIRIES	:	Mr A Jacobs Tel No: (044) 604 -6103
NOTE	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment.

POST 40/226	:	**PERSONAL ASSISTANT** Chief Directorate: Metro Health Services
SALARY	:	R338 106 per annum
CENTRE	:	Eerste River Hospital, Khayelitsha/Eastern Sub-structure
REQUIREMENTS	:	Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualification on a higher NQF level may also be accepted on condition that the subjects of the qualification align to the functions as per the attached job description. Experience: Appropriate experience in rendering a support service to Middle and or Senior Management. Appropriate experience in office administration and or management, which includes financial management, asset management, logistical support. Inherent requirements of the job: A valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Computer skills-intermediate to advance (MS Office). Excellent verbal and written communication skills. Excellent interpersonal, time management, office management and organisational skills.
DUTIES	:	Render a secretarial service to the Chief Executive Officer (CEO). Provide a receptionist support service to the office of the CEO including answering and directing telephone calls as well as visitors and proper scheduling of meetings. Ensure adequate, timeous preparation for meetings. Render administrative support to the Office of the CEO including typing of minutes in meetings and certain documents when required and ensure accuracy of documents and ensuring good record keeping including effective and efficient filling system. Effectively and efficiently manage the diary of the CE++O and ensure prioritizing of important meetings. Assist the CEO with People Management documents and related administration. Ensure responsible co-ordination of the CEO's meetings i.e., logistics arrangements, venues etc. Support the CEO with the administration of the Budget and Supply chain including maintenance of Equipment and ensuring office equipment is operational.
ENQUIRIES	:	Mr D Binza Tel No: (021) 902-8070 or Email: David.Binza@westerncape.gov.za
NOTE	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

POST 40/227 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: NEONATAL, NURSING RELIEF, GENERAL WARD) (X3 POSTS)**
West Coast District

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

CENTRE : Vredenburg Hospital

REQUIREMENTS : 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 the SANC as a Professional Nurse. Experience: **Grade 1**: None. **Grade 2**: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Willingness to work overtime. Willingness to rotate within wards. Competencies (knowledge/skills): Good communication skills (written and verbal). Interpersonal relationships and problem-solving skills. Health promotion and team building. Ability to function/make decisions independently and as part of a multi-disciplinary team. Knowledge of Nursing Care protocols and Nursing Act.

DUTIES : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms. S Van Wyk Tel No: (022) 709-5099

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).

POST 40/228 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: WELLNESS, CEDERBERG PHC SERVICES)**
West Coast District

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

CENTRE : Cederberg Sub-district (Stationed at Clanwilliam CDC)

REQUIREMENTS : 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 the 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 in General Nursing. **Grade 3:** A Minimum of 20 years appropriate /recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Valid driver's license (Code B/EB Manual) and willingness to travel in the district. Competencies (knowledge/skills): Knowledge of district health services, primary health care and district hospital package of services Good interpersonal relations, leadership and communication skills (verbal and

written) The ability to interpret, analyze, and implement clinical policies, guidelines. Knowledge of development of protocols and guidelines, standard operating procedures. Good report writing and facilitation skills. Ability to function independently without the direct supervision of supervisor Experience and ability to transfer knowledge and skill in a group as well as individual setting. Must be computer literate (MS Word, Excel, Power Point). Excellent typing and writing skills inclusive to spelling and grammatical errors.

DUTIES : External interface management planning, coordination and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Intersectoral interface management with strong organisational linkages and partnerships with outside stakeholders, sector, departments, NGO's and community structures. Lead and co-ordinate scheduled wellness activities for men, women, adolescents and youth with the focus on the 1st 1000 Days initiative towards building healthy communities. Co-ordinate wellness activities in the specific communities with the focus on Western Cape Wellness (WoW!) to support an integrated approach in managing chronic conditions e.g. Diabetes, Hypertension, TB, HIV and Mental Health. Coordinate and support collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes.

ENQUIRIES : Ms M Sandt Tel No: (027) 482-1484

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

POST 40/229 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (OUTBREAK RESPONSE TEAM) (X5 POSTS)**
Chief Directorate: Metro Health Services

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

CENTRE : Khayelitsha/ Eastern Sub-structure

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2**: A Minimum of 10 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3**: A Minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Valid Driver's License (Code E/EB) Willingness to work flexi hours and work after hours. Assist in all areas within the community and provide relief duties in PHC facilities and at other Facilities within the Sub-structure when there is a need.

DUTIES : Function as part of a disease outbreak response and surveillance roving team. Assist with expanded programme on immunization (EPI)vaccine preventable diseases and outreach activities. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Provide quality comprehensive nursing care within the Primary Health Care context in the absence of disease outbreaks across the sub-structure. Maintain workplace disciplinary of sub-ordinates.

ENQUIRIES	:	Mr M Gaji/ Ms N Peton Tel No: (021) - 360 4633/4713
NOTE	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.
POST 40/230	:	**PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: INTENSIVE CARE UNIT) (NEUROSURGICAL ICU, CARDIOLOGY ICU AND CRITICAL CARE RELIEF) (X3 POSTS)**
SALARY	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
CENTRE	:	Tygerberg Hospital, Parow Valley
REQUIREMENTS	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Or a 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2**: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate to other departments if required. Competencies (knowledge/skills): Ability to function/ make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills.
DUTIES	:	Provide direction and supervision for the implementation of the nursing plan (Clinical practice/ quality patient care). Implement standards, practices, criteria and indicators quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently.
ENQUIRIES	:	Ms V Dubase Tel No: (021) 938-4000
NOTE	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
POST 40/231	:	**PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PRIMARY HEALTH CARE)** Garden Route District
SALARY	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
CENTRE	:	HIV AIDS Knysna/Bitou Sub-district (Stationed at Crags CC)
REQUIREMENTS	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that

allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1**: None **Grade 2**: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3**: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work overtime when needed. Valid driver's license and willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): Planning and organisational Skills. Self- discipline and motivation. The ability to function independently under pressure. Good communication skills.

DUTIES : Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.

ENQUIRIES : Ms PM Peters Tel No: (044) 302 - 8400

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

POST 40/232 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PRIMARY HEALTH CARE) (INTEGRATED SCHOOL HEALTH) (X3 POSTS)**
(1-Year Contract)

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum
(Plus non pensionable rural allowance of 12% of your annual basic salary).

CENTRE : Knysna/Bitou Sub-district HPV
Central Karoo District Office HPV
George Sub-district HPV

REQUIREMENTS : 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. The incumbent is expected to consult with patients at different facilities in the Sub-Districts. Competencies (knowledge/skills): Planning and organisational Skills. Computer literacy. The ability to function independently under pressure. Good communication skills (written and verbal).

DUTIES : Promote and uphold the departmental values of Caring, Competence, Accountability, Integrity, Innovation, Responsiveness and Respect in all service delivery settings. In collaboration with the permanently appointed Integrated School Health Nurse, coordinate and implement HPV vaccination campaigns in public, private, independent and special schools in accordance with approved protocols. Deliver routine and catch-up immunisations and Influenza vaccinations in line with the Expanded Programme on Immunisation schedule and relevant clinical guidelines and support with data collection within these program activities. Coordinate, delegate and monitor tasks assigned to subordinate staff to ensure effective implementation of immunisation and child health activities. -Participate in outreach activities that improve access to preventive child health and immunisation services, including support to high-risk communities, poor-performing areas and areas with known access barriers. Collaborate with Educators, Parents, School Governing Bodies to improve uptake of HPV vaccinations and school health services and reduce the misinformation circulating within these structures.

ENQUIRIES : Ms A Adams Tel No: (044) 203 - 7200

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

POST 40/233 : **ADMINISTRATION CLERK: SUPPORT (COMPREHENSIVE HEALTH SERVICES) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum

CENTRE : Southern/Western Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience in a Health Services environment. Experience as a support clerk to a manager. Experience in health programmes or primary health care or hospital health services. Inherent requirements of the job: Valid Code (B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in MS Word, Excel, PowerPoint, Outlook and MS Teams. Sound planning, organisational and time-management skills. Knowledge and experience in data collection, capturing, monitoring, reporting and health information systems. Strong administrative, records management and report-writing skills. Knowledge of health programmes/services, including Maternal, Women and Child Health, HIV/TB and Community-Based Services. Good interpersonal and stakeholder engagement skills, with the ability to maintain professional relationships with health facilities, government departments, NGOs, NPOs and private providers.

DUTIES : Render effective administrative and secretarial support to Health Programme Managers and programme teams. Collect, capture, maintain and report programme information and health data to support monitoring and evaluation. Support procurement, logistics, stock control, ordering and issuing processes for resources. Coordinate facility, stakeholder/NPO engagements to support service delivery. Maintain professional relationships with internal and external stakeholders. Provide administrative support during wellness, outreach and health promotion activities. Support quality improvement, audit, compliance processes and training interventions.

ENQUIRIES : Ms. Y Cottee Tel No: (021) 202-0925

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. 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 services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 40/234 : **PERSONNEL OFFICER (TRANSVERSAL EMPLOYMENT AND COID MATTERS)**
Directorate: People Management Planning and Practices

SALARY : R237 453 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in COIDA and Basic Conditions of Employment Act. Appropriate experience in BAS sundry payment processing. Competencies (knowledge/skills): Knowledge of the Public Service Act and Collective Agreements. Sound knowledge of Compensation for Occupational and Diseases Act, (COIDA). Sound knowledge of the administration of the COIDA systems. Ability to deal with high volumes of work and to work under pressure. Excellent verbal and written communication skills. Computer literacy (PERSAL, Microsoft Office (Word & Excel), Outlook).
DUTIES : Administer compensation for Occupational Injuries and Diseases claims and liaise with all the relevant stake holders (Compensation Commissioner, private doctors and hospitals, etc). Maintain COIDA database and provide statistical analysis thereof. Processing of COIDA claims on the Department of Labour's online system. Process various allowances and deductions on PERSAL including standby, fuel, normal overtime and commuted overtime, relocation costs, parking, and travel concessions. Deal with telephonic and written enquiries.
ENQUIRIES : Mr TJ Kwatala Tel No: (021) 483-5711
NOTE : No payment of any kind is required when applying for this post.

POST 40/235 ; **ADMINISTRATION CLERK: ADMISSIONS**
Garden Route District

SALARY : R237 453 per annum
CENTRE : Asla CC, Mossel Bay Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative and data capturing experience. Appropriate experience in data management and systems management: Sinjani, Ideal Clinic, SPV and PHCIS systems. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to drive. Willingness to work overtime and after hours. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Windows, Excel) Appropriate knowledge of Basic Routine Health Information System for Data Capturers.
DUTIES : Capturing all data according system programs (Ideal Clinic, SPV, Sinjani, PHCIS, Healthnet etc.) Responsible for allocated services points data compiling and reports on all programs. Administration functions and all components of reception management. Register patients on the Patient Administration System (PHCIS) and Healthnet bookings. Responsible for folder Hygiene in reception (i.e., file, retrieve, archive, and dispose folders).
ENQUIRIES : Ms A Lamprecht Tel No: (044) 604-6106
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. It should be noted that advertised posts are linked to the Institution / Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 40/236 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Metro TB Hospital Complex
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management and Asset Management. Appropriate working experience of the LOGIS System. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge &

		Experience of Public Sector Procurement and Supply Chain Management Processes and Procedures. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies. Strong analytical skills and problem-solving abilities. Must be computer literate and have working experience in related procurement systems.
DUTIES	:	Demand Management and Acquisitioning of Assets. Perform Asset Verification Processes to ensure effective and efficient Asset Management within the institution and PHC Facilities. Ensure Audit Compliance and assist with Internal and External Audit Asset queries. Ensure effective internal control processes are followed in terms of Asset Disposal and Thefts and Losses. Support to supervisor and Asset Management Component and assistance with reporting.
ENQUIRIES	:	Mr V Mcamba Tel No: (021) 508-8340
NOTE	:	No payment of any kind is required when applying for this post.
POST 40/237	:	**ADMINISTRATION CLERK: WARDS** Garden Route District
SALARY	:	R237 453 per annum
CENTRE	:	Alan Blyth Hospital
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in electronic administration. (Word, Excel, Powerpoint and Outlook). Appropriate administrative experience in a health environment. Inherent requirement of the job: Willingness to relieve other ward clerks / admin clerks in the office of the Nursing Manager. Willingness to work overtime, shifts, flexi hours and weekends, when needed. Competencies (knowledge/skills): Computer skills in MS Word, Excel, PowerPoint and Outlook. Ability to work under pressure and in a team environment. Committed to the highest possible standards of professional conduct and competency. Good communication, interpersonal, organising, report-writing, and problem-solving skills. The ability to exercise good judgment in safeguarding confidential or sensitive information.
DUTIES	:	Support the Nursing Management and Department by providing additional administrative relief to colleagues, organising meetings, and taking and typing minutes and agendas. Order and control stock and equipment to provide a safe environment and prevent safety hazards. Ensure effective record keeping and folder management. Operate and ensure the office equipment is in good working order, e.g., fax machine, copiers and projectors. Admission, discharge and transfer of patients in Clinicom.
ENQUIRIES	:	Ms A Laubscher Tel No: (028) 551 - 1010
NOTE	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency assessment.
POST 40/238	:	**ADMINISTRATION CLERK: SUPPORT (PRIMARY HEALTH CARE)** Garden Route District
SALARY	:	R237 453 per annum
CENTRE	:	Ladismith Clinic, Kannaland Sub District
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate (Grade 12) or equivalent. Experience: Appropriate administrative/clerical experience, preferably in a health care environment. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to travel between facilities in the Kannaland Sub-District. Willingness to work overtime when needed. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Outlook). Good communication skills (written and verbal). Appropriate knowledge of filing and records management. Good interpersonal skills and the ability to work in a team.
DUTIES	:	Render reception and front-desk services, including patient registration and appointment administration. Create, file, retrieve and safe-keep patient folders in accordance with records management prescripts. Capture patient and service data accurately on the relevant health information systems. Provide relief reception and administrative support at the clinics and Alan Blyth Hospital during staff absences and vacancies. Assist with the ordering, receiving and control of stationery and consumables. Maintain confidentiality of patient information in line with POPIA and the Patients' Rights Charter.
ENQUIRIES	:	Ms S Labuschagne Tel No: (028) 551-1010

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 40/239 : **ADMINISTRATIVE CLERK: WARDS**
Cape Winelands District

SALARY : R237 453 per annum
CENTRE : Sonstraal Hospital, (West Coast TB Centre)
REQUIREMENTS : Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Good verbal and written communication skills. Ability to work under pressure and meet deadlines. Computer literacy in MS Office Suite (Word, Excel, PowerPoint). Good planning, organizational and interpersonal skills.
DUTIES : Administrative functions within the unit. Duties regarding the availability of adequate stock (consumables) in the nursing unit. Render general support service. Effective patient administration. Support to Supervisor.
ENQUIRIES : Ms N Liebenberg Tel No: (021) 837-8088
NOTE : No payment of any kind is required when applying for this post.

POST 40/240 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management and Asset Management. Appropriate experience of the Logis System, BAS and EPS (Electronic Purchasing System). Inherent requirements of the job: Valid (Code B/EB) Drivers Licence. Competencies (knowledge/skills): Knowledge & Experience of Public Sector Procurement and Supply Chain Management Processes and Procedures. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies. Strong analytical skills and problem-solving abilities. Must be computer literate and have knowledge of related procurement systems. Ability to communicate effectively (verbal and written).
DUTIES : Demand and acquisitioning of Assets for Victoria Hospital as a Hub, Primary Healthcare Facilities and SWSS Office. Perform Asset Verification Processes and asset disposal to ensure effective and efficient asset management. Ensure Audit Compliance and internal control process related to asset management. Ensure sound reporting of monthly reports, IFS/AFS for asset management. Support to supervisor and Asset Management Component.
ENQUIRIES : Ms CC Dyini Tel No: (021) 799-1290
NOTE : No payment of any kind is required when applying for this post.

POST 40/241 : **STAFF NURSE GRADE 1 TO 3 (NEONATAL)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as an Enrolled Nurse. Registration with a professional council: Registration with the SANC as an Enrolled Nurse. Experience: **Grade 1**: None. **Grade 2**: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. **Grade 3**: A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in

all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills Practical knowledge and experience of basic nursing care in a hospital setting. Interpersonal skills.

DUTIES : Provide basic clinical nursing care. Development and implementation of basic patient care plans. Facilitate the provision of health care and education according to individual needs of patients, family and community. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Reporting on patient safety and adverse incidents. Effective record keeping.

ENQUIRIES : Ms S Basardien Tel No: (021) 402-6485

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

POST 40/242 : **HEALTH PROMOTER**
Chief Directorate: Metro Health Services

SALARY : R201 093 per annum

CENTRE : Bishop Lavis CDC

REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in working in communities and informal settlements. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook & PowerPoint).

DUTIES : Render a high standard of health education and support service to clients. Plan and implement health projects in facilities, schools, and communities to meet health objectives. Assist and strengthen COPC in the community. Liaise with community's health co-ordinating structures, departments, local government and other stakeholders to promote integrated approach to health care. Monitor, evaluate, develop and implement service delivery programmes. Ensure effective and efficient utilisation of all available resources. Keep effective record of activities and consumables. Ensure a purposeful integration of health education and promotion service provision with services provided (health facility, stakeholders and other community-based services). Support to Manager at Facility.

ENQUIRIES : Mrs B Piedade Tel No: (021) 508-4606

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/oral assessment.

POST 40/243 : **HOUSEKEEPING SUPERVISOR**
Garden Route District

SALARY : R201 093 per annum

CENTRE : Alan Blyth Hospital, Kannaland Sub-district

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate housekeeping experience in a health environment. Appropriate administrative and supervisory experience in the health sector. Inherent requirement of the job: Willingness to work overtime, on weekends and on public holidays. Willingness to relieve in other support service areas of the hospital when required. Competencies (knowledge/skills): Appropriate knowledge of infection prevention and control, cleaning standards, and linen and stock control. Ability to supervise staff and to maintain good interpersonal relations. Good communication skills (verbal and written). Computer literacy (MS Word and Excel). Ability to work under pressure, perform physically demanding tasks and handle heavy objects.

DUTIES : Supervise Household Aids to ensure a high standard of cleanliness and hygiene in the hospital, to prevent the spread of infection and safety hazards. Ensure that patients are served the correct diet according to their condition, and that ward kitchens are kept hygienic. Control linen to ensure that wards have an adequate supply of clean linen. Control stock, equipment and inventory, and ensure that resources are used cost-effectively. Perform the administrative and people management duties associated with supervision.

Attend in-service training and keep staff informed of relevant policies, notices and changes.

ENQUIRIES : Mr E Adcock Tel No: (028) 551 - 1010

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.

POST 40/244 : **NURSING ASSISTANT GRADE 1 TO 3**
West Coast District

SALARY : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum

CENTRE : Lapa Munnik Hospital, Bergriver Sub-district

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Working shifts and after-hours including weekends, public holidays and night duty. Willingness to rotate within all wards/departments within the hospital according to operational needs.

DUTIES : Assist patient with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Effective functioning within multidisciplinary team. Effective utilisation of resources.

ENQUIRIES : Ms T J Fredericks Tel No: (022) 814-0462

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).

POST 40/245 : **LINEN STORES ASSISTANT**
Cape Winelands District

SALARY : R144 024 per annum

CENTRE : Ceres Hospital

REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in general laundry functions. Inherent requirements of the job: Willingness to work overtime, e.g. after- working hours, weekends and public holidays when operational needs require. Perform hard physical tasks, e.g. pushing heavy linen trolleys to and from the linen bank and wards. Competencies (knowledge/skills): Physically fit and be able to hear and speak clearly. Perform basic routine tasks in the linen bank under supervision. Ability to sort, sluice and count linen of dirty and fouled linen. Knowledge of stock and infection control.

DUTIES : Maintain a high standard of cleanliness, hygienic and safe environment. Provide a supporting service to the supervisor. Daily collection of dirty, fouled and infected linen (in bags) from wards to the linen bank. Delivering of clean linen to the wards. Daily sorting, counting and sluicing of dirty linen prior to transfer of linen to Central Laundry. Daily issuing, unpacking and checking of clean linen.

ENQUIRIES : Mr. WJ Owen Tel No: (023) 316-9601

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

POST 40/246 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SESSIONAL) (PLASTIC SURGERY) (3.5 HOURS PER WEEK)**
(Contract Till 31 March 2027)

SALARY : Grade 1: R 671 per hour
Grade 2: R 766 per hour
Grade 3: R 887 per hour

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Specialist in Plastic Surgery. Experience: **Grade 1**: None after registration with the HPCSA as a Medical Specialist in Plastic Surgery. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist in Plastic Surgery. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist in Plastic Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Plastic Surgery. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work in a team. Commitment to attaining advanced surgical skills especially in Microsurgery. Computer literacy, the ability to develop and work with databases. Experience in free flap microvascular surgery in head and neck oncology surgery.

DUTIES : Ensuring, as part of a team, continuous improvements in the quality, efficiency and outcome of plastic surgery patients. Offer comprehensive operative services on a regular basis for Head and Neck Oncology Surgery reconstruction with Otorhinolaryngology (ENT Surgery) team at Groote Schuur Hospital.

ENQUIRIES : Prof Shazia Peer Tel No: (021) 406-6420 or email: farhana.hassan@uct.ac.za

NOTE : No payment of any kind is required when applying for this post. “Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 a change in registration status)”. Please ensure that you attach an updated CV.

POST 40/247 : **MEDICAL OFFICER GRADE 1 TO 3 (10 SESSIONS PER WEEK) (CONTRACT)**
Garden Route District

SALARY : Grade 1: R501 per hour
Grade 2: R572 per hour
Grade 3: R662 per hour

CENTRE : Ladismith CDC, Kannaland Sub-district

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 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 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 3**: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 11 years relevant

experience after registration as a medical practitioner with a 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. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to travel throughout the Kannaland Sub-district. Availability to work sessions as per contract, including schedule changes at short notice. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across all platforms. Computer literacy in MS Office is mandatory. Sound clinical knowledge of medical, emergency, obstetric and paediatric care appropriate to a district hospital and PHC setting. Surgical and anaesthetic skills applicable in a rural setting, in line with experience and competence.

DUTIES : Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise, Support, transfer of knowledge to, training- and mentoring of the clinical staff and auxiliary staff. Appropriate Communication and up and down referral to CNP/Dr's/specialist and Allied Health Professions Provide and efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.

ENQUIRIES : Dr LH de V Poggenpoel Tel No: (028) 551 – 1010

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

POST 40/248 : **MEDICAL OFFICER GRADE 1 TO 3 (SESSIONAL) (ANESTHESIOLOGY) (20 HOURS PER WEEK)**
(Contact Till 30 September 2029)
Chief Directorate: Metro Health Services

SALARY : Grade 1: R501 per hour
Grade 2: R572 per hour
Grade 3: R662 per hour

CENTRE : Oral Health Centre, Tygerberg/Mitchells Plain

REQUIREMENTS : Minimum educational qualification: An 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. One (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 five (5) years' appropriate experience after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. A minimum of six (6) years 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 3**: A minimum of ten (10) years' experience as a Medical Practitioner with the HPCSA in respect of qualified SA employees. A minimum of eleven (11) 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. Inherent requirements of the job: A valid driver's license (Code B/EB). Diploma in Anaesthesia (DA)SA from the Colleges of Medicine of South Africa (CMSA). A

valid Basic Life Support certificate and Advance Cardiac Life Support certificate. Competencies (knowledge/skills): Ability to work independently and in a multi-disciplinary team. Interest in developing an academic career. Good computer literacy (MS Word, Excel and Outlook). Appropriate experience in Anaesthesia.

DUTIES : Teaching and training medical students/training of junior staff, post-grad and undergraduate dental students. Research and professional development. Provide clinical service across the Oral Health Platform.

ENQUIRIES : Dr. K. Singh Tel No: (021) 937-3088

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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). Upon appointment, incumbents will be expected to render clinical services across Institutions in the Ecosystem, as needed to sustain health service delivery. Short listed candidates will be subjected to a written and oral assessment. No payment of any kind is required when applying for this post.

DEPARTMENT OF INFRASTRUCTURE

CLOSING DATE : 30 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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 40/249 : **CHIEF ARCHITECT: HEALTH INFRASTRUCTURE REF NO: DOI 82/2026**

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

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : B-Degree in Architecture or relevant qualification; Six years post qualification architectural experience required; Compulsory registration with SACAP as a Professional Architect; A valid driving licence (Code B or higher). Competencies: Knowledge of the following: Technical: Programme and project management; Architectural legal and operational compliance; Architectural operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Architectural principles; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgment' Generic: 'Strategic capability and leadership; Financial management Conflict management Negotiation skills Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness;

Communication; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy (MS Project, Word, Excel, and PowerPoint).

DUTIES : Architectural design and analysis effectiveness will entail the following: Perform final review and approvals or audits on architectural designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintaining architectural operational effectiveness; Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources; Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organisational objectives. Financial Management will entail the following: Ensure the availability and management of funds to meet the budgeted MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance will entail the following: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals. People Management will entail the following: Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct the deviations to achieve departmental objectives.

ENQUIRIES : Etienne.duPlooy@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

POST 40/250 : **DEPUTY DIRECTOR: FINANCIAL GOVERNANCE REF NO: DOI 83/2026**

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

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : A qualification at NQF level 7 or equivalent, in Finance / Financial Governance / Auditing; A minimum of 3-years middle management experience. A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; 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: Analytical thinking; Report Writing; Communication; Numeracy; Computer Literacy; Language skills; Accounting/ Finance/ Audit.

DUTIES : Ensure proper governance with regard to internal control; Regulatory, policy, governance frameworks and tactical advice; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management; Financial Management.

ENQUIRIES : Ms Gadija Hartley at (084) 508 5111

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 40/251 : **PROFESSIONAL CIVIL ENGINEER (PRODUCTION LEVEL): ROAD USE MANAGEMENT REF NO: DOI 58/2025 R1**

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

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : Civil Engineering Degree (B Eng/BSc (Eng)) or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Working knowledge of the following: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Technical report writing; Creating high-performance culture; Professional judgement; Networking. Skills in the following: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy (MS Office); Planning and organising; Conflict management; Problem solving and analysis; People Management; Change Management; Innovation.

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

ENQUIRIES : Mr D Fortuin at Devlin.Fortuin@westerncape.gov.za or Cell 082 610 4560

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 40/252 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REGION 1 (PAARL) REF NO: DOI 16/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : 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.

DUTIES : Perform the functional operation regarding Acquisition and Logistics Management; Perform the functional operation regarding Demand Management; Preform the functional operation regarding Contract Management; Preform the functional operation regarding Asset Management; Provide Human Resource and Financial Management.

ENQUIRIES : Mr Ryan C Arendse Tel No: (021) 863 2020

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 40/253 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): PLANT MANAGEMENT, (BELLVILLE) REF NO: DOI 10/2025 R2**

SALARY : Grade A: R407 337 - R435 066 per annum, (Salary will be determined based on post registration experience as per OSD prescribed).

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : National Diploma in Megatronic / Mechanical Engineering or relevant qualification; Three years post qualification technical (Engineering) experience; Compulsory registration with ECSA as an Engineering Technician; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; AutoCAD drawing; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management; Good analytical.

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES : Mr M Subailey Tel No: (021) 959 7700

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 40/254 : **RECEPTIONIST: HR AND GENERAL SUPPORT SERVICES (OUDTSHOORN) REF NO: DOI 81/2026**

SALARY : R201 093 - R236 877 per annum (Level 04)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Supply chain management duties and practices; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Data capturing; Filing system. Skills in the following: Numeracy; Typing; Computer Literacy; Language skills; Sound organisational skills; Good verbal and written communication; Telephone etiquette.
DUTIES	:	Typing and correspondence support service; Reception and Switchboard services; Provide support in meetings and arrangements of appointments; Provide an administrative support service.
ENQUIRIES	:	Mr C Kennedy Tel No: (044) 272 2992
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 40/255	:	**SUPERVISOR: CLEANING AND FOOD AID SUPPORT SERVICES REF NO. DOI 43/2026 (X2 POSTS)**
SALARY	:	R201 093 – R236 877 per annum (Level 04)
CENTRE	:	Department of Infrastructure, Western Cape Government.
REQUIREMENTS	:	NQF level 3 Grade 10 (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge and understanding: Occupational Health and Safety Act; Relevant regulations; Planning and Organising; Operating equipment; Skills in the following: Numeracy; Literacy; Language skills; Communication (written and verbal); Delivering results and meeting customer expectations; Ability to work under pressure, independently as well as a team and perform routine task.
DUTIES	:	Supervise all activities in the food services, including food preparation, distribution and serving; Supervise the provisioning of housekeeping, cleaning, safeguarding and maintenance services; Supervise human and physical resources.
ENQUIRIES	:	Ms. Claudia Jacobs Tel No: (021) 483 8921
APPLICATIONS	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government jobs, 4 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 Jobs, PO Box 22432, Fish Hoek 7974, Or 3. Email our 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
POST 40/256	:	**ROAD WORKER: ROUTINE MAINTENANCE REGION 1 (CALEDON) REF NO: DOI 154/2025 R1**
SALARY	:	R170 226 – R200 523 per annum (Level 03)
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	Ability to read and write / Adult Basic Education and Training (ABET 2/Grade 5). Competencies: Knowledge and understanding: Building, maintenance and repair of roads. Basic communication skills; Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team.
DUTIES	:	Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities; It will be advantageous to have the following: Operating of minor construction machinery; Operating of hand tools; Civil construction activities.

ENQUIRIES : Mr T Ntomane Tel No: (021) 863 2020
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, 4 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 Jobs, PO Box 22432, Fish Hoek 7974,
Or 3. Email our 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 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 : 30 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 40/257 : **PERSONAL ASSISTANT: INTEGRATED SERVICE DELIVERY REF NO: LG 07/2026 R1**

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering a support service to management/ senior management. Competencies: Knowledge of the following: Relevant legislation / policies / prescripts and procedures; Basic knowledge of financial administration. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Interpersonal and decision-making skills; Customer service orientation; Organising and planning; Ability to work independently and as part of a team.

DUTIES	:	Provide a secretarial/receptionist support service to the Manager; Renders administrative support services; Provide support to the Manager regarding meetings; Support the Manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
ENQUIRIES	:	Ms Nozuko Zamxaka Tel No: (021) 483 4449

DEPARTMENT OF THE PREMIER

APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE	:	30 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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 40/258	:	**DEPUTY DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOTP 116/2026**
SALARY	:	R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE	:	Department of the Premier, Western Cape Government
REQUIREMENTS	:	A relevant tertiary qualification at NQF 7 in SCM / Finance / Economics/Public Administration. A minimum of 3 years related supply chain experience at supervisory/management level (ASD). Competencies: Knowledge of the following: Apply public-sector supply chain management (SCM) legislation, policies and procedures; evaluate and analyse procurement information and data, including expenditure patterns, spend analysis and process efficiencies; analyse the South African marketplace to inform procurement and sourcing decisions; procure goods and services in accordance with applicable policies and prescripts and through appropriate sourcing methodologies; conduct research and compile reports; apply strategic sourcing methodologies; manage financial and project management processes; implement monitoring and evaluation methods, tools and techniques; apply business and management principles in strategic planning, resource allocation, human resources modelling, leadership, production methods and the coordination of people and resources; assess customer and personnel needs, deliver services that meet quality standards and evaluate customer satisfaction; implement applicable legislative and regulatory requirements, policies and standards; apply public management and administration principles; manage stakeholder relationships; 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: perform legal administration; undertake operational planning.

DUTIES : Manage the functional operation of bid and quotation services; Manage Contract Management Services and Administration; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management; Financial Management.

ENQUIRIES : Mr Drikus Basson Tel No: (021) 483 2583

POST 40/259 : **CHIEF NETWORK TECHNOLOGIST REF NO: DOTP 09/2026R1**

SALARY : R487 197- R573 897 per annum (Level 09)

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Technology; A Minimum of 3 years' experience in ICT network infrastructure management, information technology or related field; 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: ICT Network Infrastructure (LAN, WAN, WIRELESS, Voice, etc); Mobile Data Communications and Wireless Networks; Server and storage systems; Virtual platforms (on prem and cloud base); PC, notebooks and printer (MS Operating Systems and services); Experience in the following: Network (Wired & Wireless) and related services; Voice, compute and storage infrastructure and operations, including VOIP architecture and systems and corporate IPT solutions; Industry vendor knowledge, example Cisco, Huawei, products as well as Microsoft and Linux server environments. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Program and project management: Planning, coordination, organising; Decision making skills; Communication (verbal and written); Conflict resolution; Incident and change management.

DUTIES : ICT Infrastructure Architecture, planning, Design, configuration management; ICT Operations and Maintenance management; ICT Governance: Co-ordinate and manage departmental ICT infrastructure and security policy, strategy, architectures, standards; ICT Disaster Recovery and Business Continuity; ICT Program and Project management and Stakeholder Engagement; Knowledge Management: Documentation and Reporting.

ENQUIRIES : Mr S Hartley Tel No: 021 483 7879 /samir.hartley@westerncape.gov.za OR Mr E Petersen Tel No: 021 826 5575 /eugene.petersen@westerncape.gov.za

POST 40/260 : **LABOUR RELATIONS OFFICER: MISCONDUCT DISPUTES AND GRIEVANCES REF NO: DOTP 111/2026**

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

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Human Resource Management or Law; A minimum of 1-year labour relations experience. Competencies: Knowledge of the following: Public Service Act, Public Service Regulations, Labour Relations, Human Resource Management and Conflict Management; Appropriate labour legislation; Relevant discipline, grievance and dispute procedures. Skills needed: Proven computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Written and verbal communication skills.

DUTIES : Handle misconduct matters; Handle grievances matters; Handle disputes; Render advice on misconduct and grievance matters; Implement measures in order prevent labour unrest; Render a support service; Conduct investigations (misconduct, grievances and disputes); Draft submissions for mandates; Represent the employer in dispute (conciliation and arbitration) matters and disciplinary hearings.

ENQUIRIES : Mr Patrick Samuel Tel No: (021) 483 4646

POST 40/261 : **ASSESSMENT CENTRE COORDINATOR: PROVINCIAL ASSESSMENT CENTER REF NO: DOTP 115/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : 3-year National Diploma/ B-Degree (equivalent or higher qualification) A minimum of 1 year of appropriate experience in a human resource/OD or assessment-related 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: Broad range of test batteries and psychological assessments; Health Professions Act, 1974; Competency Assessment Policy; Office administration and management; Basic Accounting System; LOGIS Procurement System; Contract management; Registry and archives legislation Skills needed: Analytical thinking; Attention to detail (accuracy); Computer literacy and proficiency in using software such as MS Office Package (Word, Excel, Power-point, Outlook); Coordination and prioritising; Good written and verbal communication; Interpersonal and relationship-building; Problem solving; Submission writing; Time Management; Leading and Supervising; Delivering Results and Meeting Customer Expectations; Following Instructions and Procedures; Adhering to Principles and Values; Writing and Reporting; Working with People; Deciding and Initiating Action; Achieving Personal Goals and Objectives.

DUTIES : Provide general administrative and operational support to the PAC; Scheduling and stakeholder coordination for client related engagements or project related sessions; Correspondence and document management (non-assessment specific): Handle all incoming and outgoing correspondence; PAC administrative processes and workflow support: Contribute to the development, enhancement and implementation of PAC administrative processes (e.g. booking flows, candidate confirmations, equipment checklists); Guide and support users in adhering to updated administrative processes; Arrange travel logistics as needed (GG vehicles, accommodation, flights, advances, etc.); Coordinate end-to-end competency assessment logistics; End-to-end assessment logistics to support assessment related sessions and engagements; PAC team availability and resource alignment; Manage PAC information systems, databases and records; Provide inputs into the development and enhancement of PAC information systems, databases and digital record structures; Conduct routine quality assurance checks on captured information to ensure data accuracy, completeness and integrity; Collate and analyse basic statistics for internal and external reporting requirements (e.g. monthly dashboards, operational summaries); Sensitise relevant stakeholders to reporting due dates and data-submission (e.g. monthly dashboards, quarterly updates); Provide financial and SCM administration for PAC; Procurement and Sourcing Support the procurement of PAC tools, materials and assessment-related services in accordance with SCM prescripts; Financial Administration and Payments; Contract and Supplier Administration; Stock, Asset, and Resource Control Supervise PAC administrative staff and workflow; Participate in the recruitment and selection of employees; Motivate train and guide employees; Manage the performance, evaluation and rewarding of employees; Monitor information capacity building; Promote sound labour relations; Maintain discipline; Give direction to and manage policy issues with regard to the functions of the component under his / her command; Allocate duties to employees, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards.

ENQUIRIES : Ms M Demas at 083 9459649

PROVINCIAL TREASURY

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

CLOSING DATE : 30 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. The selection process will be guided by the EE targets of the employing

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

OTHER POST

POST 40/262 : **ASSISTANT DIRECTOR (LOCAL GOVERNMENT REVENUE AND EXPENDITURE ANALYST), GROUP 1: REF NO: PT 23/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : An appropriate 3-year qualification (National Diploma/B-Degree (equivalent or higher qualification)); a minimum of 1-year relevant experience. Competencies: Knowledge of and working experience in the following: legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; information systems that aid in the management of knowledge and information pertaining to the line function; project management; operational management practices; procurement and tendering processes; policy development, and operational management, monitoring and review processes; modern systems of governance and administration; public service procedures, processes and systems; regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; the functioning of the Province and the activities of sister departments/related functional areas; Knowledge and understanding of the policies of the government of the day; Labour Relations legislation and regulations; performance management in general. Skills: Job Knowledge; Communication; Interpersonal relations; Flexibility; Teamwork; Planning and Organising; Numeracy; Literacy; Computer Literacy; Language skills; Record keeping. Other: Ability to work independently and meet deadlines, ability to work under pressure.

DUTIES : Assist with the coordination of appointments of members of prescribed departmental committees, nomination of statutory appointments and nomination of departmental representatives to transversal forums; Assist in the provision of logistical arrangements for prescribed departmental committees; Distribute general CSC communications/information as required and keep a record of incoming and outgoing CSC correspondence; Assist in the collation of consolidated departmental inputs/reports to the CSC as required; Render administrative support to all general Occupational Health and Safety (OHS) and relevant security processes; supervisory function.

ENQUIRIES : Ms Kim Kay Neethling Tel No: (021) 483 9186

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 : 30 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. Selection panels shall score

both technical exercises as an additional criterion in the interview process. 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 40/263 : **SOCIAL WORK SUPERVISOR (POSTS AVAILABLE AT KHAYELITSHA, ATHLONE, GUGULETHU, MITCHELLS PLAIN, METRO SOUTH, ATLANTIS, WEST COAST) REF NO: DSD 121/2026**

SALARY : R496 668 - R583 833 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration and proof of current registration with the South African Council for Social Service Professions (SACSSP); A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. 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.
DUTIES : 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.
ENQUIRIES : Ms A van Reenen Tel No: (021) 483 3996

POST 40/264 : **ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: DSD 118/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate qualification at NQF level 6 or an equivalent qualification; A minimum of 3 years' relevant experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management. Knowledge of operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister Departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management

in general. Skills in the following: Numeracy; Computer Literacy; Language; Project Management; Accounting, Finance and Audit; Analytical thinking; Strategic thinking; Budgeting skills; Communication skills; Conflict resolution; Presentation skills; Problem-solving; Research.

DUTIES : Promote occupational health and safety measures in the Department; Coordinate the effective and efficient provision of accommodation services in the Department; Facilitate compliance with the Government Immovable Asset Management Act (GIAMA); Monitor compliance with security risk management requirements and the Minimum Information Security Standards (MISS); Regulate the use of telecommunication services in the Department; Managerial functions.

ENQUIRIES : Ms Malishe Pienaar at (079) 306 3441

POST 40/265 : **SOCIAL WORK POLICY DEVELOPER: CHILDREN, FAMILIES & VULNERABLE GROUPS REF NO: DSD 111/2026 (X2 POSTS)**

SALARY : Grade 1: R471 330 - R535 050 per annum, (OSD as prescribed)
Grade 2: R556 500 - R754 785 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. 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; 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 and related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general; Supervision framework for social workers; Protocol and professional ethics. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting skills; Mentoring and training; Facilitation; Presentation. Planning and organising skills; Networking; Professional counselling; Monitoring and evaluation; Inter and intra sectoral collaboration and partnership; Contract management; Intergovernmental relations.

DUTIES : Develop, implement and maintain social work policies, norms, and standards; Implement and monitor Non-Governmental Organisation funding within the department; Keep up to date with new developments and research in the social work field; Perform the administrative functions required in the unit.

ENQUIRIES : Mr T Kwakwini Tel No: (021) 483 4115

POST 40/266 : **SOCIAL WORKER: PIC REF NO: DSD 112/2026 (POSTS AVAILABLE IN CAPE WINELANDS)**

SALARY : Grade 1: R338 208 - R397 668 per annum, (OSD as prescribed)
Grade 2: R413 004 - R478 395 per annum, (OSD as prescribed)
Grade 3: R496 668 - R583 833 per annum, (OSD as prescribed)
Grade 4: R608 859 - R754 785 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government.

REQUIREMENTS : A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3**: A minimum of 20 years appropriate

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

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

ENQUIRIES : Ms Shamiela Cummings-Damon Tel No: (021) 483 7961

POST 40/267 : **SOCIAL WORKER: PIC REF NO: DSD 113/2026 (POSTS AVAILABLE IN EDEN KAROO)**

SALARY : Grade 1: R338 208 - R397 668 per annum, (OSD as prescribed)
Grade 2: R413 004 - R478 395 per annum, (OSD as prescribed)
Grade 3: R496 668 - R583 833 per annum, (OSD as prescribed)
Grade 4: R608 859 - R754 785 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

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

to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1.

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

ENQUIRIES : Ms Imelda April at Tel No: (021) 763 6217.

POST 40/268 : **SOCIAL WORKER: PIC REF NO: DSD 114/2026 (POSTS AVAILABLE IN METRO NORTH)**

SALARY : Grade 1: R338 208 - R397 668 per annum, (OSD as prescribed)
Grade 2: R413 004 - R478 395 per annum, (OSD as prescribed)
Grade 3: R496 668 - R583 833 per annum, (OSD as prescribed)
Grade 4: R608 859 - R754 785 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

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

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

ENQUIRIES : Ms Shamiela Cummings-Damon Tel No: (021) 483 7961

POST 40/269 : **SOCIAL WORKER: PIC REF NO: DSD 115/2026 (POSTS AVAIABLE IN METRO SOUTH)**

SALARY : Grade 1: R338 208 - R397 668 per annum, (OSD as prescribed)
Grade 2: R413 004 - R478 395 per annum, (OSD as prescribed)
Grade 3: R496 668 - R583 833 per annum, (OSD as prescribed)
Grade 4: R608 859 - R754 785 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

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

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

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

POST 40/270 : **SOCIAL WORKER: PIC REF NO: DSD 116/2026 (POSTS AVAILABLE IN WEST COAST)**

SALARY : Grade 1: R338 208 - R397 668 per annum, (OSD as prescribed)
Grade 2: R413 004 - R478 395 per annum, (OSD as prescribed)
Grade 3: R496 668 - R583 833 per annum, (OSD as prescribed)
Grade 4: R608 859 - R754 785 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1**: No experience; **Grade 2**: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3**: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4**: A minimum of 30 years appropriate experience in Social Work after registration as a Social

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

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

ENQUIRIES : Ms A van Reenen Tel No: (021) 483 3996

POST 40/271 : **SOCIAL WORKER: SUBSTANCE ABUSE REF NO: DSD 122/2026**

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 : Department of Social Development, Western Cape Government.

REQUIREMENTS : A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1**: No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4**: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Prevention of and Treatment for Substance Abuse Act 70 of 2008 and related legislative frameworks; National Drug Master Plan and relevant policy guidelines; Minimum Standards for In-patient and Out-patient substance abuse treatment and rehabilitation services; Key national and provincial mandates for substance abuse prevention, early intervention, and community-based treatment; Drug Master Plan 2019 – 2024, Norms & Standards for Substance Abuse Programmes. Competent and Knowledgeable in various M&E frameworks; 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, communities and organisations through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; This would include the following actions; New application (Pre funding):On-Site Monitoring; Monitoring NPOs compliance against signed Transfer Payment Agreement (TPA); Evaluate NPOs compliance against Legislative, Programme Specific and Generic Norms and Standards; Case Work, Telephonic, Ministerial complaints process; Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme; Ensure compliance with registration requirements of NPO's (regulatory frameworks); Ensure compliance in terms of the Prevention of and Treatment for Substance Abuse Act 70 of 2008; Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES : Ms Fatima Isaacs Tel No: (021) 483 8442

POST 40/272 : **INFORMATION MANAGEMENT OFFICER: INFORMATION MANAGEMENT (METRO NORTH) REF NO: DSD 110/2026**

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A qualification at NQF level 6 (equivalent or higher); A minimum of 1-year relevant experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general; Knowledge management and information systems. Skills in the following: Numeracy; Driving; Typing; Computer Literacy; Language skills; Excellent diagnostic skills; Excellent problem-solving skills; Excellent interpersonal skills; Strong attention to detail.

DUTIES : Develop and maintain regional information management systems; Coordinate Information and Communication Technology services; Analyse and present business management information [financial and non-financial data (NFD)]; Identification, implementation and maintenance of knowledge and information management services in the region.

ENQUIRIES : Ms M Swart at (071) 871 7314

POST 40/273 : **PERSONAL ASSISTANT: REGIONAL DIRECTOR (METRO SOUTH) REF NO: DSD 119/2026**

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

rendering secretarial/ administrative support services to management/ senior management. 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 Tel No: (021) 763 6204.

POST 40/274 : **REGISTRY CLERK: RECORDS MANAGEMENT REF NO: DSD 120/2026 (X2 POSTS)**

SALARY : R237 453 – R279 708 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : 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; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Understanding of the work in registry; Electronic records management /ECM, including scanning, indexing, filing and retrieval of records. Skills in the following: Numeracy; Language; Computer Literacy; Planning and organisation; Good verbal and written communication skills; Ability to operate an Electronic Records Management / ECM system; Scanning and electronic document handling skills; Attention to detail in records capturing and filing.

DUTIES : Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filling and record management service; Operate office machines in relations to the registry function; Process documents for archiving disposal.

ENQUIRIES : Ms. Cindy-Leigh Swarts Tel No: (021) 483 6024

POST 40/275 : **SOCIAL AUXILIARY WORKER: PIC REF NO: DSD 105/2026 (POSTS AVAILABLE IN CAPE WINELANDS)**

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

(written and verbal); Proven computer literacy; Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

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

ENQUIRIES : Ms Shamiela Cummings Damon Tel No: (021) 483 7961

POST 40/276 : **SOCIAL AUXILIARY WORKER: PIC REF NO: DSD 106/2026 (POSTS AVAILABLE IN EDEN KAROO)**

SALARY : Grade 1: R200 691 - Grade 3: R353 016 per annum, (as prescribed by OSD)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 1: Grade 10 plus completion of the SAW learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Information and Knowledge Management (Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately); Protocol and professional ethics. Skills in the following: Good communication (written and verbal); Proven computer literacy; Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

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

ENQUIRIES : Ms Imelda April Tel No: (021) 763 6217

POST 40/277 : **SOCIAL AUXILIARY WORKER: PIC REF NO. DSD 107/2026 (POSTS AVAILABLE IN METRO NORTH)**

SALARY : Grade 1: R200 691 - Grade 3: R353 016 per annum, (as prescribed by OSD)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 1: Grade 10 plus completion of the SAW learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Information and Knowledge Management (Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately); Protocol and professional ethics. Skills in the following: Good communication (written and verbal); Proven computer literacy; Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical;

Client orientation and customer focus; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

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

ENQUIRIES : Ms Mariette Swart at (071) 871 7314

POST 40/278 : **SOCIAL AUXILIARY WORKER: PIC REF NO: DSD 108/2026 (POSTS AVAILABLE IN METRO SOUTH)**

SALARY : Grade 1: R200 691 - Grade 3: R353 016 per annum, (as prescribed by OSD)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 1: Grade 10 plus completion of the SAW learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Information and Knowledge Management (Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately); Protocol and professional ethics. Skills in the following: Good communication (written and verbal); Proven computer literacy; Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

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

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

POST 40/279 : **SOCIAL AUXILIARY WORKER: PIC REF NO: DSD 109/2026 (POSTS AVAILABLE IN WEST COAST)**

SALARY : Grade 1: R200 691 - Grade 3: R353 016 per annum, (as prescribed by OSD)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 1: Grade 10 plus completion of the SAW learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Information and Knowledge Management (Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately); Protocol and professional ethics. Skills in the following: Good communication (written and verbal); Proven computer literacy; Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

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

ENQUIRIES : Ms A van Reenen Tel No: (021) 483 3996

WESTERN CAPE MOBILITY DEPARTMENT

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

CLOSING DATE : 30 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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 40/280 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: WCMD 90/2026**

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

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7. A minimum of 3 years of relevant experience in Financial Accounting working environment at a supervisory/management level. Competencies: Knowledge in the following: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; manage departmental accounting services; 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 modern systems of governance and administration; manage public service procedures, processes and systems; manage public finance, human resources and related management 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; 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; Other: plan and organise activities; conduct analytical assessments; 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; work irregular hours when required; meet tight deadlines.

DUTIES : Manage the financial revenue, expenditure management and accounting Sub-directorate; Undertake revenue, expenditure management and accounting work as required; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management; Financial Management.

ENQUIRIES : Mr Riaan Wiggill Tel No: (021) 483 0600

POST 40/281 : **DEPUTY DIRECTOR: SYSTEMS AND TECHNOLOGY REF NO: WCMD 92/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate qualification at NQF level 6 (equivalent or higher); a minimum of 3 years' middle management experience in related systems and technology environments. 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; manage mobility-related systems and technology; apply the latest advances in public management theory and practice; use ICT as an enabling tool for development, including ICT training, systems and security, mobility networks, business and systems analysis, and mobility frameworks; implement modern systems of governance and administration; apply project management methodologies and procedures; implement operational management practices; develop, implement, monitor and review policies and operational processes; manage public service procedures, processes and systems; 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; manage projects; manage finances, including budgeting and expenditure control; manage ICT governance; manage information security and risk; manage systems integration and architecture; evaluate and realise value and benefits from ICT investments; manage vendors and stakeholders; conduct strategic planning; monitor performance and compile reports; manage people; manage change; communicate effectively.

DUTIES : Integrate the various mobility systems and develop ICT governance mechanisms for the Department; coordinate and promote mobility-related systems in collaboration with relevant stakeholders; provide accurate and timely departmental information to enable effective and efficient decision-making within the Department; develop and maintain ICT policy and systems; plan and manage the work of and account for the overall performance of the Sub-Directorate; People Management; Financial Management.

ENQUIRIES : Ms T Singh Tel No: (021) 483 5519

POST 40/282 : **DEPUTY DIRECTOR: QUALITY MANAGEMENT AND EVALUATION REF NO: WCMD 91/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An NQF Level 6 qualification or equivalent, plus Traffic Officer Diploma; A minimum of 3 years of middle management-level 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; conduct quality assurance and evaluate training provided to safety and security agencies; 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; manage public finance, human resources and related administrative processes; manage financial processes in accordance with the Public Finance Management Act, National and Provincial Treasury Regulations and other applicable financial policies, prescripts, directives and collective agreements; 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

DUTIES : Manage knowledge management for the Directorate; manage quality/impact assessment for the department; Manage quality monitoring systems for the directorate; plan and manage the work of and account for the overall performance of the sub-directorate; people management; and financial management.

ENQUIRIES : Mr Donald Lakey Tel No: (021) 911 2162

POST 40/283 : **ASSISTANT DIRECTOR: MEDIATION AND STAKEHOLDER RELATIONS REF NO: WCMD 87/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : An appropriate qualification at NQF level 6 or equivalent; a minimum of 1 year of relevant experience. A valid driver's 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: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems to manage knowledge and information relating to the line function; implement operational management practices; apply the National Land Transport Act, 2009 (Act No. 5 of 2009); apply the Road Transportation Act, 1977 (Act No. 74 of 1977); apply the Western Cape Road Transportation Amendment Law Act, 1996 (Act No. 8 of 1996); apply the National Land Transport Regulations, 2009; manage the registration of taxi associations and their members; coordinate transport relations; administer the Public Transport Regulation System (PTRS); process applications for operating licences; manage financial monitoring and reporting procedures, systems and reports of the Directorate; implement public service procedures, processes and systems; 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; compile and write reports; provide leadership; communicate effectively in writing and verbally; deliver presentations; influence and motivate stakeholders; analyse information and data.

DUTIES : Manage Public Transport Mediation and Conflict Resolution Interventions; Monitor conflict areas and establish a system of early warning signs; Coordinate the effective functioning of inter-governmental stakeholder committees and commuter forums; Assist with the implementation of extraordinary measures in declared areas; Managerial functions.

ENQUIRIES : Mr Mario Erasmus Tel No: (021) 483 7836

POST 40/284 : **ASSISTANT DIRECTOR: PROVINCIAL REGULATORY ENTITY (WEST COAST) REF NO: WCMD 89/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)

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; A minimum of 3-years relevant experience at supervisory level. 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; apply the National Land Transport Act (Act No. 5 of 2009); apply the Road Transportation Act (Act No. 74 of 1977); apply the Western Cape Road Transportation Amendment Law Act (Act No. 8 of 1996); apply the National Land Transport Regulations, 2009; manage the functions, activities, processes and procedures of a Walk-In-Centre; process applications for operating licences; manage financial management, monitoring and reporting procedures, systems and reports of the Directorate; perform general office administration and database management; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and

collective agreements; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; plan and organise activities; compile and write reports; provide leadership; communicate effectively in writing and verbally; deliver presentations; influence and motivate stakeholders; analyse information and data; Other: maintain effective interpersonal relationships; resolve conflicts; coach and mentor staff; work effectively under pressure; work irregular hours when required; meet tight deadlines.

DUTIES : Manage the issuing of operating licenses in the region; Manage enquiries and complaints; Liaise with different stakeholders in the industry; Ensure accurate Reporting, Analysis and Record Keeping; Managerial functions.

ENQUIRIES : Mr B Macmahon Tel No: (021) 483 0211

POST 40/285 : **ASSISTANT DIRECTOR: OFFICE OF THE HOD (HEAD OF THE DEPARTMENT) REF NO: WCMD 88/2026**

SALARY : R487 197 – R573 897 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification). A minimum of 3-years' executive office experience. Competencies: Knowledge of the following: Manage organisational practices, policies and the operational functioning of the Department; manage financial monitoring and reporting processes, including budget monitoring instruments, approved post lists and expenditure commitment reports; coordinate and monitor the Department's strategic planning and monitoring and evaluation processes; 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 projects; implement operational management practices; manage procurement and tendering processes; implement modern systems of governance and administration; manage public service procedures, processes and systems; implement the policies of the government of the day; understand the functioning of the Province and the activities of sister departments and related functional areas; 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.

DUTIES : Render administrative support services; Communication and liaisoning; Render personal support to the Head of Department; Managerial functions.

ENQUIRIES : Ms Lorinda Theron Tel No: (021) 483 948

POST 40/286 : **OFFICE MANAGER, OFFICE OF THE CHIEF DIRECTOR: TRANSPORT REGULATION REF NO: WCMD 94/2026**

SALARY : R487 197 – R573 897 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); a minimum of 5 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; use relevant software packages; manage databases; manage information and records; manage projects; implement operational management practices; manage procurement and tendering processes; implement modern systems of governance and administration; manage public service procedures, processes and systems; manage public finance, human resources and related management 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; 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; Other: communicate effectively; conduct research; apply analytical thinking; solve problems; deliver

presentations; resolve conflicts; plan and organise activities; maintain effective interpersonal relationships; demonstrate commitment and integrity; provide customer-oriented services; act with tact and discretion; maintain good telephone etiquette; manage records; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.

DUTIES : Render line administrative support services. Execute research, analyse information and compile complex documents for the Chief Director; Provide support to the Chief Director with regard to meetings; Manage resources of the office of the Chief Director; Manage engagements; remain up to date with regards to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director; render supervisory functions.

ENQUIRIES : Mr Mark Skriker Tel No: (021) 483 0258

POST 40/287 : **INSPECTOR OF LICENCES - TRAFFIC LAW ADMINISTRATION REF NO: WCMD 81/2026 (X2 POSTS AVAILABLE- EDEN/CENTRAL KAROO)**

SALARY : R413 001 - R486 501 per annum (Level 08)
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; A minimum of 1-year relevant experience in a traffic law administration working environment. 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 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 Road Traffic Act, 1996; administer the Western Cape Provincial Road Traffic Administration Act, 2012; manage 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; provide customer and personal services in accordance with established principles and processes; implement quality control procedures; manage information; implement public administration processes; 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 and manage information effectively; plan and organise activities; work effectively under pressure; work irregular hours when required; meet tight deadlines.

DUTIES : Audit Planning; Perform inspections and Investigations; Liaise with role players regarding audit findings; Follow-up inspections to determine compliance.

ENQUIRIES : Mr Charlton Majiedt Tel No: (021) 483 4204

POST 40/288 : **MONITORING OFFICER: CONTRACT MANAGEMENT REF NO: WCMD 93/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
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; A minimum of 3 years of relevant experience in a contract management or related working environment. Competencies: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; manage projects; implement operational management practices; develop, implement, monitor and review policies and operational processes; manage public service procedures, processes and systems; 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; Other: compile reports; solve problems; communicate effectively; plan and organise activities; work effectively under pressure; manage projects; work irregular hours when required; meet tight deadlines.

DUTIES : Monitor the establishment of services; Contract Monitoring; Process and Administer Claims; Financial Reporting; Managerial/Supervisory functions.

ENQUIRIES : Mr Shaldon Le Roux Tel No: (021) 483 2076

POST 40/289 : **PRINCIPAL PROVINCIAL INSPECTOR: LECTURER: TRAINING OF TRAFFIC OFFICER REF NO: WCMD 82/2026 (X2 POSTS)**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : Grade 12 (Senior certificate or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years relevant experience in a traffic training and development and/or traffic law enforcement working environment; A valid code A and EC driving licence; No criminal record. Competencies: Knowledge of the following: Manage the operational functioning of the Directorate Traffic Law Enforcement; apply the National Road Traffic Act, 1996 (Act 93 of 1996); apply the National Road Traffic Amendment Act, 2008 (Act 64 of 2008); apply the Firearms Control Act, 2000 (Act 60 of 2000); apply the Criminal Procedure Act, 1977 (Act 51 of 1977); apply the Firearms Control Regulations, 2004; apply the National Road Traffic Regulations, 2000; implement guidelines issued by the Director of Public Prosecutions; conduct vehicle inspections; manage vehicle impoundment procedures; complete traffic law enforcement documentation; implement operational guidelines for traffic law enforcement equipment; manage the storage and transportation of dangerous goods in accordance with national and international statutory requirements; implement 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; conduct economic, financial and statistical analysis; perform legal administration; Other: manage records and resources; manage customer relationships; plan and organise activities; provide leadership; exercise control and monitor performance; manage people; deliver services effectively; communicate effectively; make decisions; manage results and quality; solve problems; compile and write reports; manage labour relations; drive vehicles; conduct investigations; motivate staff; conduct analytical assessments; manage operations and projects; negotiate effectively; interpret information; apply legal and evidential principles; observe and assess situations; mentor and coach staff; promote 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 Traffic Officer Training and Development Programmes; Manage Stakeholder and Cooperative Training Initiatives; Manage Resources and Provide Leadership and Direction; Manage Quality Assurance, Compliance and Risks; Manage administrative and training support functions; Managerial and supervisory functions.
ENQUIRIES : Ms J Tweedie Tel No: (021) 983 1500

POST 40/290 : **ADMINISTRATIVE OFFICER: MEDIATION AND STAKEHOLDER RELATIONS REF NO: WCMD 77/2026**

SALARY : R338 106 – R398 77 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : An appropriate qualification at NQF level 6 or equivalent; a minimum of 1 year of relevant experience. A valid driver's 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: 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 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; manage financial processes in accordance with the Public Finance Management Act (PFMA), 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; resolve conflicts.

DUTIES : Render general administrative support to the component; Render administrative support in relation to reporting and information management; Provide logistics and secretariat services to relevant stakeholders within the component; Render financial and supply chain administration support to the component; Perform supervisory functions.

ENQUIRIES : Mr Mario Erasmus Tel No: (021) 483 7836

POST 40/291 : **ADMINISTRATIVE OFFICER: TRAFFIC SUPPORT SERVICES (BRACKENFELL) REF NO: WCMD 74/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) at NQF 6. A minimum of 1–year relevant administrative support 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; manage procurement and tendering processes; manage organisational and management practices, policies and the operational functioning of the Chief Directorate; manage financial monitoring and reporting processes, including budget monitoring instruments, approved post lists and expenditure commitment reports; perform general office administration and database management; manage information and records; perform administrative procedures and processes; use computer-based information systems; manage public service procedures, processes and systems; 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: communicate effectively; plan and organise activities; solve problems; manage records; resolve conflicts; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.

DUTIES : Render administrative support services; Coordinate M&E activities and maintain the relevant systems; Provide support to the Traffic Centre for supply chain management activities; Render advice and liaise with regard to administrative matters; Supervisory functions.

ENQUIRIES : Ms P Swanepoel Tel No: (023) 414 2611

POST 40/292 : **ADMINISTRATIVE OFFICER: TRAFFIC SUPPORT SERVICES (VREDENBURG) REF NO: WCMD 75/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) at NQF 6. A minimum of 1–year relevant administrative support 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; manage procurement and tendering processes; manage organisational and management practices, policies and the operational functioning of the Chief Directorate; manage financial monitoring and reporting processes, including budget monitoring instruments, approved post lists and expenditure commitment reports; perform general office administration and database management; manage information and records; perform administrative procedures and processes; use computer-based information systems; manage public service procedures, processes and systems; 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: communicate effectively; plan and organise activities; solve problems; manage records; resolve conflicts; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.

DUTIES : Render administrative support services; Coordinate M&E activities and maintain the relevant systems; Provide support to the Traffic Centre for supply chain management activities; Render advice and liaise with regard to administrative matters; Supervisory functions.

ENQUIRIES : Ms P Swanepoel Tel No: (023) 414 2611

POST 40/293 : **ADMINISTRATIVE OFFICER: KNOWLEDGE AND INFORMATION MANAGEMENT REF NO: WCMD 78/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification) at NQF level 6.; A minimum of 1-year relevant administrative support experience in a knowledge and information management working environment. Competencies: Knowledge and working experience in the following: Management Strategy Framework; implement the DPSA Determination and Directive on the Implementation of Knowledge and Data Management in the Public Service of 2024; implement the DPSA Determination and Directive on the Implementation of Knowledge Management in the Public Service of 2025; implement the White Paper on Transforming Public Service Delivery, 1997 (Batho Pele White Paper); use information systems that support the management of knowledge and information relating to the line function; manage public service procedures, processes and systems; perform office administration and database management; manage information and records; perform administrative procedures and processes; use computer-based information systems; use relevant software packages and computer programmes effectively; 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: communicate effectively; conduct basic research; analyse information; plan and organise activities; solve problems; deliver presentations; research and analyse documents; work effectively under pressure; work irregular hours when required; meet tight deadlines.

DUTIES : Provide support in the provision of knowledge and information management services; Render high level administrative support services to the Directorate; Provide support to stakeholder engagements and interactions; Render personnel, financial and supply chain management support services to the Sub-Directorate; Participate in complying with PAIA and POPIA regulations through research and development.

ENQUIRIES : Mr J Smit Tel No: (021) 483 4711

POST 40/294 : **PERSONAL ASSISTANT: OFFICE OF THE DIRECTOR: TRAFFIC LAW ENFORCEMENT REF NO: WCMD 79/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years experience in rendering a support service to management/ senior management. 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; manage Traffic Law Enforcement operations and organisational structures; coordinate reporting and information

management processes within a geographically dispersed operational environment; manage records and electronic information systems; coordinate departmental planning, performance reporting and governance processes; 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 databases; use relevant software packages and computer programmes effectively; operate general information support systems such as BAS; Skills: perform numeracy and literacy functions; perform legal administration; use computer systems effectively; communicate effectively in the required language; organise and plan activities; maintain effective 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 reliability; act with tact and discretion; communicate effectively with people at different levels and from diverse backgrounds; 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 the 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.

ENQUIRIES : Ms Antoinette Fennie Tel No: (021) 911 2333

POST 40/295 : **ROAD SAFETY OFFICER: CAPE WINELANDS REF NO: WCMD 80/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Education, Communication, Public Relations, Project Management and Social Science; A minimum of 1-year relevant experience ; A valid code B driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of and working experience with: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; provide traffic safety education; plan and execute road safety interventions; create awareness and inform road users about traffic safety projects and road safety issues; conduct strategy planning; manage projects; implement strategic thinking processes; manage performance management processes; use general support systems; manage operational activities; manage procurement and tendering processes; develop, implement, monitor and review policies and operational processes; manage modern systems of governance and administration; manage public service procedures, processes and systems; assess regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; understand Constitutional, legal and institutional arrangements governing the South African public sector; manage public finance, human resources and related administrative processes; implement the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; understand the functioning of the Province and the activities of sister departments and related functional areas; implement and support the policies of the government of the day; manage Labour Relations legislation and regulations; manage performance management processes; perform numeracy, literacy and computer-related functions; communicate effectively in the required language; Skills: manage projects; Other: communicate effectively; plan and organise activities and resources; solve problems; compile and write reports; work effectively under

pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.om office.

DUTIES : Render support with the planning and execution of road safety interventions in the Region; render support with the hosting of road safety interventions in the Cape Winelands Region and provide feedback and solutions to improve service delivery; account for progress and performance; Resource and equipment.

ENQUIRIES : Ms Nina September Tel No: (021) 483 6971

POST 40/296 : **ADMINISTRATIVE OFFICER: TRAFFIC LAW FEES COLLECTION AND DISBURSEMENT REF NO: WCMD 86/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) at NQF 6.; A minimum of 1–year relevant administrative support 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; operate and use the National Traffic Information System (NaTIS); operate government financial systems; perform financial monitoring and reporting in accordance with prescribed procedures and systems; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; manage 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; conduct economic, financial and statistical analysis; perform legal administration; Other: communicate effectively; plan and organise activities; solve problems; manage records; resolve conflicts; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.

DUTIES : Verify the reconciliation of registration, license and other miscellaneous fees collected by registering authorities, driving license testing centres and vehicle testing stations on behalf of the Department; Verify and escalate over or under payments of fees; Liaison and communication with various clients / stakeholders; Process Payments of Directorate Service Providers and other accounts / invoices.

ENQUIRIES : Mr Walter Channon Tel No: (021) 483 2830

POST 40/297 : **ADMINISTRATIVE OFFICER: GENERAL ADMINISTRATIVE SUPPORT (ATHLONE) REF NO: WCMD 76/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher. An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification) at NQF L6.; A minimum of 1-year relevant administrative experience. Competencies: Administer the legislative framework governing the Public Service; manage financial processes in accordance with the Public Finance Management Act (PFMA), 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; manage performance management processes; implement the National Land Transport Act (NLTA), Act 5 of 2009, and its Regulations; perform administrative procedures and processes; implement the Occupational Health and Safety Act 85 of 1993 (OHSA); implement the Code of Conduct, Public Service Regulations, 2016, and Batho Pele Principles; administer the Promotion of Access to Information Act 2 of 2000 (PAIA) and the Promotion of Administrative Justice Act 3 of 2000 (PAJA); implement GMT Circular 4 of 2000; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; supervise staff; plan and organise activities; compile and write reports; provide leadership; communicate

effectively in writing and verbally; Other: maintain effective interpersonal relationships; resolve conflicts; coach and mentor staff.

DUTIES : Render administration support of Facilities; Coordinate the telecommunication service; provide a support service on Occupational and Health and Safety (OHS) Matters; Supervision of staff.

ENQUIRIES : Mr Johann Van Wyk Tel No: (021) 483 0273

POST 40/298 : **ADMINISTRATIVE OFFICER: SYSTEMS AND TECHNOLOGY REF NO: WCMD 85/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) at NQF Level 6; A minimum of 1 year experience in an administrative support 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: Manage the operational functioning of the Department in accordance with organisational and management practices and policies; manage financial monitoring and reporting processes, including budget monitoring instruments, approved post lists and expenditure commitment reports; perform general office administration and database management; operate and manage general support systems, including BAS, MY TRACK, My Content and LOGIS; manage information and records; perform administrative procedures and processes; use computer-based information systems effectively; support ICT governance, audit and assurance processes relating to departmental systems and reporting; coordinate committee and governance support processes, including the preparation of documentation, maintenance of registers and compilation of audit support packs; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; provide basic project coordination support; perform basic financial and audit administration; coordinate and track administrative activities; control records and documents; Other: apply analytical thinking; resolve conflicts; monitor, evaluate and report on activities; solve problems; conduct research; communicate effectively; interpret information; plan and organise activities; make sound decisions; promote innovation; build and maintain professional networks; work effectively under pressure; work irregular hours when required; meet tight deadlines.

DUTIES : Render line administrative support services; Co-ordinate ICT activities and maintain the relevant systems; Provide support to the Sub-Directorate for supply chain management; Render advice and liaise with regard to administrative matters.

ENQUIRIES : Mr E Fisher Tel No: (021) 483 3725

POST 40/299 : **ADMINISTRATION CLERK: STRATEGIC SUPPORT REF NO: WCMD 73/2026**

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

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : An appropriate Senior Certificate (Grade 12 or equivalent). Competencies: Knowledge of following: Perform clerical duties and administrative practices; capture data, operate computer systems and collect statistics; administer the legislative framework governing the Public Service; follow 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.

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

ENQUIRIES : Dr L Zantsi Tel No: (021) 483 3209

POST 40/300 : **ACCOUNTING CLERK: INTERNAL CONTROL (GOVERNANCE) REF NO: WCMD 83/2026**

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

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : Grade 12 (Senior certificate or equivalent qualification) with Accounting and Mathematics as subjects. Competencies: Knowledge of the following: Internal control governance and financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA) 1999; Public Service Act, 1994, as amended; Public Service Regulations, 2016; Basic Conditions of Employment Act, 1997; Legislative framework governing the Public Service; Procedures in terms of the working environment. Skills in the following: Language; Numeracy; Literacy; Good Verbal and Written Communication; Basic Numeracy; Computer literacy in MS Excel and MS Word; Planning and Organising; Record Keeping; Problem-solving; Job Knowledge; Interpersonal Relations; Flexibility; Teamwork; Accuracy; Aptitude of Figures; Ability to perform routine tasks; Ability to operate office equipment.

DUTIES : Perform Enterprise Risk Management Committee (ERMCO) secretariat functions; Render External Audit Process; Review of Finance Instructions and Policies; Update and monitoring of the Departmental Corporate Governance Improvement Plan (DCGIP).

ENQUIRIES : Ms Y. Ismail Tel No: (021) 467 4755

POST 40/301 : **ADMINISTRATION CLERK: ASSESSMENT REF NO: WCMD 84/2026**

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

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good knowledge of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills in the following: Numeracy; Literacy; Computer Literacy; Good Verbal and Written Communication; Data capturing and record keeping; Document management ;Interpersonal relations; Time management; Attention to detail.

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

ENQUIRIES : Mr Jon-Paul Sampson Tel No: (021) 483 9957

POST 40/302 : **ADMINISTRATION CLERK: DEPARTMENTAL COMMUNICATION REF NO: WCMD 95/2026**

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

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good A good knowledge of the following: clerical duties, practices as well as the ability to capture data, and operate computer; Procedures in terms of the work environment; Understanding of the legislative framework governing the Public Service. Skills in the following: Computer; Planning and Organising; Language; Good Verbal and Written Communication; Job Knowledge; Interpersonal Relations; Flexibility; Teamwork; Ability to perform routine tasks; Ability to operate office equipment; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.

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

ENQUIRIES : Ms R Majiet Tel No: (021) 483 356

POST 40/303 : **ADMINISTRATION CLERK: REGISTRATION & COMPLIANCE, REF NO: WCMD 96/2026**

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

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good knowledge of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics; Legislative framework

governing the Public Service; Procedures in terms of the working environment; Drafting of professional correspondence; High Proper and accurate Filing and retrieval; Functioning of Local and Provincial Government Environment. Skills in the following: Numeracy; Literacy; Computer Literacy (Excel, MS Word, PowerPoint, E-Mail); Good Verbal and Written Communication; Sound Office Administration Skills; Document management; Attention to detail; Interpersonal relations.

DUTIES : Provide assistance with Annual General Meetings (AGM); Render General Admin Support; Render processing of applications; Rendering of data capturing; Assist in engaging with taxi associations.

ENQUIRIES : Ms J. Ndlovu Tel No: (021) 483 0260

POST 40/304 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING (BOOKKEEPERS AND CASHIERS) REF NO: WCMD 97/2026**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as passed subjects. Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations(PSR), Prefencial Procurement Policy Framework (PPPFA), Financial Manual); Public Service Act, 1994, as amended; Basic Conditions of Employment Act, 1997; Legislative framework governing the Public Service; Procedures in terms of the working environment; Financial operating systems (PERSAL, BAS, LOGIS); Database Management; Information and Records Management. Skills in the following: Language; Numeracy; Literacy; Good Verbal and Written Communication; Basic Numeracy; Computer literacy in MS Excel and MS Word; Planning and Organising; Language; Record Keeping; Problem-solving; Job Knowledge; Interpersonal Relations; Flexibility; Teamwork ; Accuracy; Aptitude of Figures; Ability to perform routine tasks; Ability to operate office equipment.

DUTIES : Cashier duties; Banking services; Bookkeeping duties; Provide personnel administration clerical support services within the component.

ENQUIRIES : Ms A. Nolan at Tel No: (021) 483 3750

POST 40/305 : **ADMINISTRATION CLERK: FLEET RISK MANAGEMENT REF NO: WCMD 10/2025 R1 (X2 POSTS AVAILABLE IN MAITLAND)**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Legislative framework governing the Public Service; Office administration; Legal interaction and administration; Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Claims environment; Systems and support services; Working procedures in terms of the working environment; Administration of losses, vehicle crashes and claims; National Road Traffic Act (93 of 1996) as amended; Prescription Act (68 of 1969) as amended. Skills in the following: Proven computer literacy (MS Office package); data capturing; Planning and organising; Written and verbal communication; report writing and formulation; Problem solving and analytical thinking; Ability to analyse written reports and drawings; Ability to work in a team and independently; Ability to work under pressure.

DUTIES : Investigate car crashes and/or claims against the State and provide support with all tasks related to this process; Liaise with State Attorney/Legal Services regarding registered cases and provide administrative support to State Attorney with the gathering of information, amongst others; Investigate claims in favour of the State by obtaining and examining all information related to incident(s) and make recommendations on whether GMT should institute claim to recover losses or seek counsel from State Attorney; Institute claims against client departments for non-compliance of transport directives and GMT self-

insurance excess claims; Investigate fleet losses (own damage) and non-vehicle related losses to ensure losses are reported accurately; Institute claims against relevant institutions/parties/persons to recover losses for non-vehicle related incidents; Provide management statistics and reports; Provide general administrative and clerical support.

ENQUIRIES : Ms C Jacobs Tel No: (021) 467 4731