PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE : 25 January 2027

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, including 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 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 43/336 : **STATE VETERINARIAN: VETERINARY INTERNATIONAL TRADE FACILITATION REF NO: AGR 67/2026 (X3 POSTS IN CAPE TOWN)**

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

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : NQF level 8 BVMch/BVSc as recognised by the South African Veterinary Council; Compulsory registration with the South African Veterinary Council (SAVC) as a veterinarian; A minimum of 1 year post qualification experience; A valid driving license. Competencies: Knowledge of the following: Veterinary public health, food safety and quality assurance principles; Application of veterinary, meat safety and related regulatory requirements; Import and export certification requirements and international veterinary standards. Skills in the following: Inspection, auditing and compliance assessment; Analytical, problem-solving and risk assessment; Good written and verbal communication; Stakeholder engagement and customer-service; Report writing and record-management; Computer literacy and ability to work with electronic information and certification systems; Ability to work independently and as part of a multidisciplinary team; Planning, organising and time-management; Ability to work accurately under pressure and manage competing operational priorities; Ability to work in environments where there may be exposure to animal products, biological hazards and infectious disease risks; Physical ability to undertake inspections, including walking through facilities, cold rooms, loading areas and other operational sites; Ability to work accurately under pressure and meet time-sensitive certification and service-delivery requirements.

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

ENQUIRIES : Dr VC Henwood Tel No: (021) 808 7606

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

POST 43/337 : **COMMUNICATIONS OFFICER: DEPARTMENTAL COMMUNICATION SERVICES (ELSENBURG, STELLENBOSCH) REF NO: AGR 68/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : A qualification at NQF level 6 as recognised by SAQA in communication, public relations, marketing, social media or similar; A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Communication policy and strategies; Communication / Public Relations / Marketing / Social Media Management. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Excellent Communication skills (written and verbal); Ability to work independently and as part of a team; Creating and maintaining good relations with people from all walks of life.
DUTIES : Social Media and Digital Content Management: Develop and manage departmental social media content, including planning, creating, editing, scheduling and publishing engaging multimedia content across approved platforms; Monitor audience engagement, analyse performance, report on insights and keep up to date with emerging digital trends; Website and digital content management: Maintain, update and optimise the departmental website to ensure content is accurate, current, accessible, user-friendly and aligned with departmental communication objectives; Coordinate website content with internal units and monitor website analytics to assess user engagement and inform continuous improvements; Ensure consistent messaging across digital platforms; Develop and implement communication campaigns and products: Develop, coordinate and manage departmental communication material and publications, including brochures, posters, newsletters, videos and mandatory documents. Support the planning and implementation of departmental events, exhibitions, activations and stakeholder engagements by providing communication, branding and promotional support, while monitoring campaign effectiveness; Implement, monitor and enhance the Department's corporate identity and brand based on the WCG corporate identity guidelines: Develop and implement brand awareness initiatives, ensure consistent application of departmental branding across all communication platforms, and provide guidance to directorates on the correct use of branding and templates; Communication Strategy and Stakeholder Engagement: Develop and implement a social media strategy and content plan aligned with departmental priorities and strategic objectives, while building stakeholder relationships, contributing to transversal communication initiatives and supporting internal communication.
ENQUIRIES : Mary James Tel No: (021) 808 5008
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 43/338 : **CANDIDATE SCIENTIFIC TECHNICIAN: CROPPING SYSTEMS - TYGERHOEK RESEARCH FARM, RIVIERSONDEREND REF NO: AGR 64/2025 R1**
(3-Year Contract Position)

SALARY : R352 299 per annum, (OSD as prescribed)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate National Diploma/B-Degree or higher qualification in Agronomy/Crop Science or equivalent qualification; Registration with SACNASP as a Candidate Natural Scientist in the appropriate scientific field, is compulsory within 6 calendar months after appointment; A valid driving license (code B). Competencies: Working knowledge of the following: Research environment, small grain cropping systems (including crops, cultivation, plant-soil water interaction); Conservation and regenerative agriculture; Cash crops and pastures used in the Western Cape; Use, settings, calibration and basic maintenance of appropriate equipment and implements; Technical scientific inputs needed for research projects; Major crops in the

Western Cape Technical planning skills; Technical management skills; Communication skills (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team.

DUTIES : Render basic technical assistance in research projects for the development of more efficient farming practices; Administer the creation/adaptation/maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions which would include: contributing to compilation of reports as required; Control assets allocated to projects; Monitor expenditure; Supervise personnel; Comply with the Public Service prescripts; Render basic advice and disseminate technical information to applicable role players through inter alia: Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES : Prof J Strauss Tel No: (021) 808 5479

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 43/339 : **FARM FOREMAN: FACILITY MANAGEMENT-PLANT SCIENCES (ELSENBURG) REF NO: AGR 69/2026**

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

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Senior certificate Grade 12 (equivalent or higher qualification); A minimum of 1 year relevant experience; A valid (Code B) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and good understanding of: Operating equipment; Skills in the following: Numeracy; Literacy; Supervisory; Communication; Driving.

DUTIES : Oversee the execution of routine activities in respect of crop production; Oversee the execution of routine activities in respect of livestock; Oversee the execution of general farm routine activities; Oversee the execution of general routine activities in respect of infrastructure and Perform all administrative and related functions.

ENQUIRIES : Ms M Mulaudzi Tel No: (021) 808 5220

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 43/340 : **LABORATORY ASSISTANT: BREEDING/REPRODUCTION/ANIMAL HOUSING AND WELFARE (ELSENBURG) REF NO: AGR 65/2026**

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

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: Knowledge of laboratory (soil, plants and water); Good analytical skills, attention to detail, technical accuracy; Computer literacy; Must be able to plan to and meet strict deadlines; Ability to work under pressure and follow methods.

DUTIES : Prepare samples for the determination; Perform routine analysis of samples under mentorship/ supervision of senior personnel; Perform basic maintenance on selected equipment and instrumentation; Report all faulty equipment and instrumentation; Maintain tidiness of laboratories; Clean/ sterilize glassware and equipment; Perform administrative and related functions including complying with health and safety regulations.

ENQUIRIES : Ms M Mulaudzi Tel No: (021) 808 5220

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 43/341 : **ASSISTANT AGRICULTURAL PRACTITIONER REF NO: AGR 57/2025 R2 (X2 POSTS AVAILABLE IN CAPE METROPOLE AND WEST COAST)**
3 Year Contract Position

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

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS	:	An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification); Compulsory registration with South African Council for Natural Scientific Professions (SACNASP); A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of extension methodologies; Good communication skills; Job Related Skills; Ability to communicate with clients and farmers; Basic reporting skills; Basic level of public speaking; Group dynamics understanding.
DUTIES	:	Assist in rendering general agricultural advice to internal and external clients so as to ensure sustainable development; Assist in providing technical support on all agricultural projects, food security initiatives, and land development support programmes and also assist with planning, advice, facilitation of training and aftercare; Assist in promoting a pluralistic approach and partnerships with relevant agricultural stakeholders and organised agriculture; Assist in promotion of sustainable production of agricultural products; Perform administrative and related functions.
ENQUIRIES	:	Mr J Aries Tel No: (021) 808 5103
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 43/342	:	**TRADESMAN AID: BUILDING MAINTENANCE (ELSENBURG) REF NO: AGR 53/2026**
SALARY	:	R170 226 – R200 523 per annum (Level 03)
CENTRE	:	Department of Agriculture, Western Cape Government
REQUIREMENTS	:	NQF level 3 (equivalent or higher qualification). Competencies: Knowledge and understanding of a limited range of work procedures; Skills in the following: Good interpersonal skills; Ability to work within a team; Physically fit to perform manual tasks, including lifting and moving equipment.
DUTIES	:	Assist with plumbing and maintenance work; Support repairs and emergency breakdowns; Prepare work tools and materials; handle and transport materials, tools and equipment; Monitor inventory of tools and materials; Maintain cleanliness and order; Assist with general maintenance tasks.
ENQUIRIES	:	Mr C Walters Tel No: (021) 808 5259
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, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
NOTE	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 43/343	:	**TRADESMAN AID: BUILDING MAINTENANCE (ELSENBURG) REF NO: AGR 54/2026**
SALARY	:	R170 226 – R200 523 per annum (Level 03)
CENTRE	:	Department of Agriculture, Western Cape Government
REQUIREMENTS	:	NQF level 3 (equivalent or higher qualification). Competencies: Knowledge and understanding of the following: Limited range of work procedures relevant to carpentry and general work maintenance; Safe use and handling of carpentry tools, equipment and materials; Occupational health and safety; Handling, storage and care of tools and materials; Skills in the following: Numeracy; Basic computer Literacy; Good communication; Ability to operate and use relevant tools and equipment.

DUTIES : Assist with carpentry and maintenance work; Preparation and handling of materials; Tools and equipment; Maintenance and repair support; Workplace housekeeping and safety; General support.

ENQUIRIES : Mr Viven Govender Tel No: (021) 808 5422

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, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 25 January 2027

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, including 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 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 43/344 : **DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 02/2026 R1**

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

CENTRE : Department of Economic Development and Tourism, Western Cape Government.

REQUIREMENTS : An appropriate 3-year post school qualification at NQF level 6 (equivalent or higher) in Commerce, Business Administration or related field as recognised by SAQA; 3 years middle management experience; A minimum of 3 years' experience in small business / MSME development; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies:

Knowledge of the following: Economics; Enterprise development; Research applications in economics; Financial management; Stakeholder management; Management principles; Project management; Public service procedure; Applicable policies and procedures; Relationship management. Skills in the following: Computer literacy in MS Office package (Word, Excel, PowerPoint); Analytical skills; Policy analysis; Financial management; Problem solving; Planning and organising; Influencing; Presentation; Conflict management; Communication (written and verbal); Relationship management; Networking and linking; People management; Motivational skills.

DUTIES : Develop, implement and monitor programmatic initiatives to facilitate MSME access to nonfinancial and financial support; Promote entrepreneurship to contribute towards an entrepreneurial culture; Develop and implement strategies, policies, plans and programmatic initiatives for micro, small, and medium enterprise development; Facilitate micro, small, and medium enterprise ecosystem collaboration and partnership; Provide strategic support to provincial and municipal enterprise initiatives; Administration (Financial Management and People Management).

ENQUIRIES : Mr J. Wolmarans Tel No: (021) 483 8110/ 2628

POST 43/345 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT: KNOWLEDGE AND INFORMATION MANAGEMENT REF NO: DEDAT 14/2026**

SALARY : R487 197 - R584 370 per annum (Level 09).

CENTRE : Department of Economic Development and Tourism, Western Cape Government.

REQUIREMENTS : A qualification at NQF level 6 as recognised by SAQA (equivalent or higher qualification); A minimum of 5 years' relevant experience in information management and data management. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices; Information systems that aid in the management of knowledge and information; 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; 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; Information management; Public Service legislation, including POPI, PAIA, PAJA; Management and people management principles; Records management systems; Electronic content management; Policies and prescripts related to records and knowledge management. Skills in the following: Numeracy; Computer Literacy; Language; Planning and organising; Problem-solving; Analytical; Facilitation and presentation; Communication skills (written and oral); People management and empowerment.

DUTIES : Establish, maintain and continuously improve knowledge and information services within the Department; Institutionalise and maintain electronic content management (ECM) systems; Develop and maintain departmental physical records system; Implement and maintain a registry service; Managerial functions; Develop and maintain a knowledge Management Plan and implementation Plan; Support the coordination of ICT plans and risk management within the Department; Manage the Security function.

ENQUIRIES : Ms C Julies Tel No: (021) 483 9000

POST 43/346 : **ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 31/2026**

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

CENTRE : Department of Economic Development and Tourism, Western Cape Government.

REQUIREMENTS : An appropriate qualification at NQF level 6 (equivalent or higher); A minimum of 3 years relevant experience in enterprise development, township economy support, and administration. Competencies: Knowledge of the following: Economics; Application of statistical information; Public administration; Applicable legislative and regulatory requirements, policies and standards;

Project management; Computer software programmes. Skills in the following: Stakeholder Management; Computer Literacy; Language; Information Technology; Formal Training; Financial Analysis; Strategic Planning; Facilitating; Negotiating; Communication; Problem Solving; Decision Making; Applied Strategic Thinking; Creative Thinking.

DUTIES : Support the development and implementation of township economy and MSME development initiatives; Facilitate access to business development support, finance and capacity-building opportunities; Support market access, procurement and enterprise growth opportunities; Facilitate stakeholder partnerships and ecosystem coordination; Support entrepreneurship promotion and the development of the township entrepreneurial pipeline; Monitoring, reporting and identification of gaps and blockages affecting enterprise development.

ENQUIRIES : Mr J Peters Tel No: (021) 483 9417

POST 43/347 : **ASSISTANT DIRECTOR (INTERNAL CONTROL): ASSURANCE SERVICES REF NO: DEDAT 09/2026 R1**

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

CENTRE : Department of Economic Development and Tourism, Western Cape Government.

REQUIREMENTS : An appropriate Bachelors Degree (NQF Level 7) equivalent or higher qualification; A minimum of 3 years relevant experience in an internal control and governance environment. Competencies: Knowledge of the following: Policy development; Budgeting processes; Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury directives/instructions); Public Service Anti-Corruption Strategy and Fraud Prevention Measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standard Charts of Accounts; Risk Management Frameworks; Government Financial Systems; Human Resource Management. Skills in the following: Report writing; Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of a team.

DUTIES : Provide Assurance Services; Management of irregular, fruitless and wasteful expenditure and investigations; Report to key stakeholders on the financial governance and compliance environment; Co-ordination of internal and external auditors; Policy formulation, drafting of internal control policy and training; Provide fraud and losses management services; Manage and undertake all administrative functions required with regard to financial and HR management.

ENQUIRIES : Ms B Mott Tel No: (021) 483 9088

POST 43/348 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DEDAT 37/2025 R2**

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

CENTRE : Department of Economic Development and Tourism, Western Cape Government.

REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7 (equivalent or higher); A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Managements Act, National Treasury regulations, Provincial Treasury Directives etc); Medium-Term Expenditure Framework Budget process and procedures; Principles and Practices of Financial Accounting; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Government Financial Systems. Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Numeracy; Literacy; Management; Customer service; Project Management; Accounting, Finance and Audit; Information Technology; Financial analysis; Presentation/Report writing; People Management; Research.

DUTIES : Planning: Coordinate, review, analyse and quality assure the financial supporting information for planning purposes; Budgeting: Coordinate, review, analyse and quality assure the budget preparation process; Reporting:

		Coordinate, review, analyse and quality assure the management accounting reporting processes; Manage the operational processes, resources and procedures associated with the management accounting functions.
ENQUIRIES	:	Mr R Le Breton Tel No: (021) 483 9158 /Robert.Lebreton@westerncape.gov.za
POST 43/349	:	**STATE ACCOUNTANT: ASSURANCE SERVICES REF NO: DEDAT 30/2026 (X2 POSTS)**
SALARY	:	R413 001 - R486 501 per annum (Level 08)
CENTRE	:	Department of Economic Development and Tourism, Western Cape Government.
REQUIREMENTS	:	An appropriate 3-year post school qualification at NQF level 6 as recognised by SAQA (equivalent or higher qualification); A minimum of 1 year relevant experience in a financial management environment. Competencies: Knowledge of the following: Policy Development; Budgeting process; Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury directives/instructions; Public Service Anti-Corruption Strategy and Fraud Prevention Measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Risk Management Frameworks; Government Financial Systems. Skills in the following: Numeracy; Computer Literacy; Language; Accounting, Finance and Audit; Report writing; Organising and planning; Communication skills (written and verbally); Analytical; Presentation; Budgeting skills; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving.
DUTIES	:	Execute general internal control services by ensuring proper governance as follow: Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Co-ordinate and maintain appropriate delegation and governance framework; Render advice on policy development i.e. SCM; Manage and consolidate responses as determined by the department on draft legislation, regulation treasury instructions and frameworks; Maintain and update a database of all issued policies and finance instructions; Provide governance and support services; Provide fraud management; Losses management services.
ENQUIRIES	:	Ms Bronwen Mott Tel No: (021) 483 9088

DEPARTMENT OF THE 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	:	25 January 2027
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, including 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 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 43/350 : **SUPPLY CHAIN MANAGEMENT CLERK: ACQUISITIONS REF NO: EADP 45/2026**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Department of the Environmental Affairs and Development Planning, Western Cape Government.
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Basic knowledge of the following: supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Logis, Electronic Procurement System (EPS), Western Cape Supplier Evidence Bank (WCSEB) and Central Supplier Database (CSD). Skills in the following: Numeracy; Literacy; Language; Computer Skills (SCM Systems); Planning and organisation; Good verbal and written communication skills; Job Knowledge; Communication; Interpersonal relations; Flexibility; Teamwork; Planning and organisation.
DUTIES : Render asset management clerical support; Render demand and acquisition clerical support; Render logistical support services; Facilitate records and information management of the unit.
ENQUIRIES : Ms. D Swartz Tel No: (021) 4834471.

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 : 11 December 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 panels shall score both technical exercises as an additional criterion in the interview process.

OTHER POSTS

POST 43/351 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALIST) (CHILD AND ADOLESCENT PSYCHIATRY)**
Chief Directorate: Metro Health Service

SALARY : Grade 1: R1 615 818 per annum
Grade 2: R1 844 151 per annum
Grade 3: R2 014 278 per annum
(A portion of the package can be structured according to the individual's personal needs.)
CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Subspecialist in Child Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Subspecialist in Child Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Subspecialist in Child Psychiatry, after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee), as a sub-specialist in child psychiatry. **Grade 2:** A minimum of 5 years’ appropriate experience as a Medical Subspecialist in Child Psychiatry, after registration with the HPCSA a Medical Subspecialist in Child Psychiatry (or a recognised foreign Health Professional Council in respect of a foreign qualified employee), as a sub-specialist in child psychiatry. **Grade 3:** A minimum of 10 years’ appropriate experience as a Medical Subspecialist in Child Psychiatry after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a

Medical Subspecialist in Child Psychiatry. Inherent requirement of the job: Willingness to travel within the District and Metro Region. Willingness to do off site outreach and support and strengthen the catchment area ecosystem. Valid Driver's Licence. Competencies (knowledge/skills): Appropriate experience in the assessment and management of child psychiatric disorders as a medical specialist. Provide comprehensive clinical care for children and adolescents with complex psychiatric. presentations, including tertiary-level management within a multidisciplinary team setting. Proven leadership abilities. Proven ability to adhere to all departmental requirements and protocols. Proven knowledge of public health and public health policies, guidelines and related prescript to manage resources effectively. Computer literacy and ability to conduct online meetings and presentations.

DUTIES : Provide comprehensive clinical care for child and adolescent patients, including assessment, diagnosis, treatment, and rehabilitation in both inpatient and outpatient settings. Lead multidisciplinary teams, coordinate care across disciplines, and establish effective clinical leadership structures within the service. Strengthen referral pathways and collaborate with district and metro health services to support continuity of care and mental health service development. Ensure adherence to clinical governance protocols, supervise staff in quality assurance practices, and implement risk management systems. Monitor and manage clinical resources, staffing, and performance indicators in alignment with institutional goals and the Functional Business Unit (FBU) model. Provide teaching and supervision for undergraduate and postgraduate students, support in-service training, and promote research within the Child and Adolescent Psychiatry service.

ENQUIRIES : Dr S Lintnaar Tel No: (021) 370-1314

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 with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status). The pool of applicants will be considered for other similar posts within the Chief Directorate Metro Health Services, for a period of 3 months from date of advert.

POST 43/352 : **MEDICAL SUB-SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY: GYNAECOLOGICAL ONCOLOGY)**

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

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Gynaecological Oncology. Registration with a professional council: Registration with the HPCSA as a Medical Sub-Specialist in Gynaecological Oncology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in a recognised subspecialty in Gynaecological Oncology. **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 employee) as Medical Specialist in a recognised subspecialty in Gynaecological Oncology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Sub-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 a recognised subspecialty in Gynaecological Oncology. Inherent requirement of the job: Commuted overtime is compulsory. Ability to work after-hours providing an emergency service. Competencies (knowledge/skills): Computer literacy. Competency to provide surgical services, medical care and palliative services to women with gynaecological cancers. Competency to manage challenging surgical cases,

as well as the complications thereof. Ability to triage and manage the service in terms of ecosystems and allocation of resources.

DUTIES : To provide evidenced based care of women with gynaecological cancers. Surgical competence in dealing with Gynaecological cancers. -To also provide general gynaecology service for emergency services, as well as teaching of undergraduates, postgraduates (registrars and subspecialist trainees). To develop research interests and supervise students. To engage in a multidisciplinary gynaecological oncology platform to ensure evidenced based care in limited resource settings.

ENQUIRIES : Prof T Adams, Tracey.Adams@uct.ac.za or Prof M Matjila, Mushi.Matjila@uct.ac.za

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

POST 43/353 : **MEDICAL OFFICER GRADE 2 TO 3 (HIV/HAST)**
Chief Directorate: Metro Health Services

SALARY : 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 : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 2:** A minimum of five years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. A minimum of six years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of ten years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. A minimum of eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A Diploma in HIV Management of the Colleges of Medicine of South Africa [or an equivalent recognised postgraduate qualification in HIV medicine. Competencies (knowledge/skills): Appropriate clinical experience in HIV and TB management, including management of complex adult and paediatric HIV/TB patients and coordination of clinical services, is required. Ability to lead and coordinate a multidisciplinary service, supervise staff, support clinical decision-making and implement clinical protocols. Excellent interpersonal communication, teaching, problem-solving, organisational and administrative skills. Ability to maintain accurate clinical records, write comprehensive referrals and reports, and use electronic clinical and programme information systems. Experience in clinical audit, quality improvement, programme monitoring, safe prescribing and management of clinical resources and expenditure.

DUTIES : Provide comprehensive clinical management of neonates, children, adolescents and adults with HIV/TB and related infectious diseases in secondary-level referral clinics, with specialist support when required. Provide

inpatient consultations, clinical advice, discharge planning and follow-up; contribute to general paediatric outpatient care. Lead and manage hospital HAST services and the vertical transmission prevention (VTP) programme, including support and supervision of the VTP coordinator. Provide clinical support to maternity, neonatal and paediatric services for HIV in pregnancy and HIV-exposed infant care. Develop and implement SOPs and clinical protocols and oversee HIV testing quality assurance and TB/HIV integration. Provide telephonic, virtual and physical outreach to primary-level ART services and referring facilities in the Western subdistrict. Oversee programme data quality, monthly reporting, patient follow-up systems, clinical audit and quality improvement. Supervise allocated staff and promote safe, cost-effective use of medicines, investigations and resources. Support occupational exposure assessment and PEP. Provide undergraduate and postgraduate teaching, clinical supervision, mentorship and staff training. Participate in academic activities, continuing professional development and approved operational research or clinical trial activities where applicable.

ENQUIRIES : Dr. N le Roux Tel No: (021) 402-6713
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

POST 43/354 : **PHARMACY SUPERVISOR GRADE 1**
Overberg District

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)
CENTRE : Stationed at Railton Clinic, Swellendam PHC HIV and AIDS
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 South African Pharmacy Council as a Pharmacist. Experience: Grade 1: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the South African Pharmacy Council (SAPC). Inherent requirement of the job: Willingness to perform pharmacist supervisor duties in the Swellendam sub-district pharmacies and dispensaries. Valid (Code B/EB/CI) driver's license. Willingness to work overtime at any facility within the Swellendam Sub-District. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Good communication, conflict management and interpersonal skills. Intermediate computer literacy, including JAC.
DUTIES : Perform relief duties in the substructure to provide quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list and ensuring clinical service delivery. Assist with ensuring quality of care of pharmacy services by doing with audits in areas where medicine is kept. Assist with medicine management in the sub-structure by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with managing pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts Assist with collating and interpreting pharmaceutical data for the sub-structure and ensure representation of pharmacy services at all relevant meetings.
ENQUIRIES : Ms S Kok Tel No: (028) 514-8450
NOTE : No payment of any kind is required when applying for this post. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 43/355 : **REGISTRAR (MEDICAL) (PAEDIATRICS) (VARIOUS INSTITUTIONS) (X6 POSTS)**
(4 Year Contract)

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)
CENTRE : Tygerberg Hospital, Parow Valley [Tygerberg Hospital (X3 posts); Karl Bremer Hospital (X1 post); Paarl Hospital (X1 post); Khayelitsha Hospital (X1 post)]

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training hospital but may be required to work across the distributed training platform. Competencies (knowledge/skills): Experience in general paediatrics and/or neonatology. Ability to function independently at a level of general practitioner. Diploma in Child Health (or equivalent). FCPaed part 1. Good communication skills.

DUTIES : To render a comprehensive clinical service in Paediatrics and Neonatology covering day-time work and after-hours. To provide inpatient and/or outpatient care, including clinical teaching, administration, management and research.

ENQUIRIES : Dr LG Lloyd Tel No: (021) 938-9842

NOTE : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised 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 Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stelllenbosch University according to the yearbook and guidelines. “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).

POST 43/356 : **REGISTRAR (MEDICAL) (OBSTETRICS AND GYNAECOLOGY) (X5 POSTS)**
(5 Year Contract)

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

CENTRE : Groote Schuur Hospital, Observatory (Groote Schuur Hospital - X3 posts; New Somerset Hospital - X1 post; Mowbray Maternity Hospital - X1 post)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office. Experience in essential gynaecological emergency care. Experience in labour ward management, including operative and assisted deliveries. -Completion of FCOG part 1a.

DUTIES : In and after hour care to women accessing obstetric and gynaecological health services on our service platform. Participation in the academic activities of with Department.

ENQUIRIES : Prof M Patel or Dr A Osman Tel No: (021) 404-6020 or email: m.patel@uct.ac.za/ ayesha.osman@uct.ac.za or marilyn.kok@uct.ac.za

NOTE : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Groote Schuur Hospital, New Somerset Hospital and Mowbray Maternity Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). -Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines.

POST 43/357 : **DEPUTY DIRECTOR: FINANCE**
Chief Directorate: Metro Health Services

SALARY : R932 292 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF 7) or equivalent in Finance, Accounting, Public Financial Management, Commerce or Supply Chain Management. Experience: Appropriate experience in Financial Management, Supply Chain Management, Contract Management and in preparation and reporting of financial statements. Appropriate and proven management experience, showing strong leadership, strategic and operational management skills. Extensive experience in Financial and Supply Chain Management must be at a managerial level at minimum of three years. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of relevant legislation and regulations, including PFMA, Accounting Officer's system, National and Provincial Treasury Regulations and Finance Instructions. Generally recognized accounting practice, cost and management accounting. Advanced computer skills using MS Excel, Word, and PowerPoint with the ability to understand and analyses statistical and financial information. Proven leadership skills, together with the ability to influence and motivate others to achieve targets and deadlines. Critical and innovative thinking, to solve problems to improve organisational performance. Ability to lead, innovate and drive improved Finance and Supply Chain Management. Good communicate skills (verbal and in written)

DUTIES : Provide strategic management and leadership, as member of New Somerset Hospital Management team. Ensure effective Supply Chain Management including demand management, warehousing, finance, and asset management. Management of all aspects of Revenue, Patient Administration and Information Management. Financial management, reporting and

monitoring. Data analysis and review. Identifying trends and management. Implement effective controls to ensure audit compliance and good governance. Provision of timely and accurate information required for strategic decision-making and financial control. Human resource management and planning.

ENQUIRIES : Mr. DM. Matthew Tel No: (021) 402- 6408
NOTE : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical test.

POST 43/358 : **FACILITY MANAGER (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services

SALARY : R932 292 per annum, (A portion of the package can be structured according to the individual's personal needs.)
CENTRE : Elsies River CHC
REQUIREMENTS : Minimum educational qualification: Appropriate National Diploma (NQF 6) or equivalent in a health-related or managerial field. Experience: Appropriate experience in a managerial position in an NGO, private organisation or the state sector. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation and Health Sector experience. Computer literacy (MS Office).
DUTIES : General and operational management of a Community Health Centre, related services in the drainage area and implementation of the prescribed package of services. Strategic, operational planning, implementation of operational plans and quality assurance programmes and Monitoring and evaluation thereof. Sound financial, Supply Chain Management, facilities management and People Management. Plan and co-ordinate the provision of support service systems that will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communications with internal and external customers. Information and data management. Stakeholder Engagement.
ENQUIRIES : Mr A Patientia Tel No: (021) 815-8866
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/oral assessment.

POST 43/359 : **MEDICAL OFFICER GRADE 1 TO 3 (UROLOGY) (6/8TH)**
Chief Directorate: Metro Health Service

SALARY : Grade 1: R781 053 per annum
Grade 2: R891 192 per annum
Grade 3: R1 031 433 per annum
(A portion of the package can be structured according to the individual's personal needs.)
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration as a Medical Practitioner with the Health Professions Council of South Africa. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. One-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of five years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. A minimum of six years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of ten years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. A minimum of eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid Driver's licence. Competencies (knowledge/skills): Relevant appropriate experience within a

Urology department. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Ability to successfully run an extremely busy Urology service on a secondary level. Leadership, interpersonal and organisational skills.

DUTIES : Provision of effective clinical services in the Urology department. Provision of clinical service delivery at Urology Surgery (regional level). Effective and efficient urological outpatient services including booking, triaging and follow up strategies. Supervision of clinical activities in the Urology department. Active participation in the postgraduate and undergraduate teaching programmes of the Division of Urology and training and teaching of junior medical staff. Effective management and administration of a wide range of "Portfolios" and the development, conducting and supervision of research projects. Research and Audits on relevant Burden of Disease. Clinical Governance and administration inherent to the services.

ENQUIRIES : Dr H Bougard Tel No: (021) 402-6444

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 43/360 : **OPERATIONAL MANAGER NURSING: (SPECIALTY: THEATRE AND CSSD)**
Chief Directorate: Metro Health Services

SALARY : R720 819 per annum

CENTRE : Karl Bremer 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 Medical and Surgical Nursing Science: Operating Theatre Nursing (R212). 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 Perioperative Nursing. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant speciality. Inherent requirement of the job: Valid Code B/EB driver's licence. Will be required to work shifts (day and night), public holidays, after-hours and weekends. Relief the Assistant Manager: Nursing as needed. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution and labour relations skills, good organisational skills, be able to function under pressure, basic computer literacy (MS Word, Excel, PowerPoint and Outlook). Knowledge and insight of relevant legislation within the public sector and exposure to ward operational management.

DUTIES : Coordinate and supervise the provision of optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Mr MF Fortuin-Ntetha Tel No: (021) 918-1279
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment.

POST 43/361 : **OPERATIONAL MANAGER NURSING (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**

SALARY : R720 819 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing (R212). OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Occupational Health Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in 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) drivers licence. 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): Practice knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Computer skills.
DUTIES : Manage staff wellness clinic, Provide occupational Health clinical services and a safe and healthy workplace. Conduct risk assessment, audits Provide advisory services on OHS matters. -Ensure an effective and efficient administrative system and control of the occupational health clinic.
ENQUIRIES : Ms T Khan Tel No: (021) 404-3174
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

POST 43/362 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
West Coast District

SALARY : R720 819 per annum
CENTRE : Moorreesburg CDC, Swartland Sub-district (PHC)
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 SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license. Oversee Satellite Clinics and mobile health services. Willingness to work overtime when necessary. Competencies (knowledge/skills): Information management with regards to PHC indicators. Quality assurance knowledge. COPC principles and interpretation. Legislation of Ideal Clinic and Office of Health standards compliance. Good organising skills. Computer literacy (MS Word and Excel). Good interpersonal and communication skills.
DUTIES : Effective and holistic management of patients on PHC level regarding acute services, Assessment and taking of medical history, physical examination, diagnoses, prescription of treatment. Effective management and execution of

integrated Child Health and Youth Services including school health services. Effective management and execution of integrated maternal & woman's health services according to the guidelines. Effective management and execution of integrated HAST services. Provide holistic management and leadership in the PHC facilities and coordinate mobile services.

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates may be subjected to a competency-based 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 43/363 : **CHIEF DIETICIAN GRADE 1**
Chief Directorate: Metro Health Services

SALARY : R598 260 per annum

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Experience: A minimum of 3 years appropriate experience as a Dietician after registration with the HPCSA as a Dietician. Competencies (knowledge/skills): Sound knowledge of clinical nutrition, food service management and public health nutrition. Knowledge of relevant legislation, policies, procedures and quality assurance systems within the public health sector. Strong leadership, human resource management and conflict resolution skills. Project management, monitoring and evaluation skills. Financial and resource management skills. Excellent communication, report writing and presentation skills. Computer literacy in Microsoft Office applications.

DUTIES : Provide strategic and operational leadership to the Dietetics Department. Manage and coordinate clinical nutrition services across all relevant hospital units. Ensure compliance with national, provincial and institutional policies, standards and guidelines. Lead quality improvement initiatives, audits and clinical governance activities. Manage human resources, including performance management, staff development and mentorship. Coordinate departmental budgets, procurement, equipment and resource utilisation. Facilitate multidisciplinary collaboration to optimise patient outcomes. Drive nutrition education, research and evidence-based practice. Compile and submit departmental reports and statistics. Support institutional priorities and contribute to strategic planning initiatives.

ENQUIRIES : Ms C de Lange Tel No: (021) 402-6486

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

POST 43/364 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: TRAUMA WARD)**

SALARY : R571 161 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: 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: 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): 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. Basic computer literacy. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical 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 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 43/365 : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (SONOGRAPHER)**
Cape Winelands District

SALARY : Grade 1: R510 906 per annum
Grade 2: R598 260 per annum
Grade 3: R703 785 per annum

CENTRE : Drakenstein Sub-district (Paarl/Wellington/Saron/Gouda)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid driver's licence and willingness to travel within the Sub District. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis and be able to serve patients in at least two of the three official languages of the Western Cape. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal-, ante-natal Doppler-, paediatric-, gynaecology- and abdominal- ultrasound studies. Completion of supplementary courses in diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and post-graduate level.

DUTIES : Provide a comprehensive diagnostic ultrasound service at an advanced level with the main focus on Obstetrics and Gynaecology (O&G) imaging in Drakenstein Sub District. General care of patients as part of a Multi-Disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Supervise, train and assess junior colleagues, O&G / Radiology registrars and radiographers. Actively take part in CPD- program, as learner as well as In-service training.

ENQUIRIES : Dr R Gaffoor Tel No: (021) 877-6400

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 with their job application/on appointment. This concession is only

applicable on health professionals whom 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 43/366 : **UNDERGRADUATE LECTURER NURSING GRADE 1 TO 2**

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

CENTRE : Western Cape College of Nursing, Boland/Overberg, Southern Cape Karoo and Metro Campus)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880 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 Nursing Education (R212). 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 Nursing Education. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC 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: Valid (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision making/problem solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy. Possess good communication (written & verbal) and presentation skills.

DUTIES : Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning of nursing programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Undergraduate Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College.

ENQUIRIES : Dr Magerman Tel No: (021) 684-1202 or Dr S Mottian Tel No: (044) 813 1993 (Southern Cape/Karoo Campus)
Ms L Strauss Tel No: (023) 814 0090 (Boland/Overberg Campus)

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. 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 registration in the post-basic qualification or Post Graduate Diploma accredited with the SANC in the relevant speciality.

POST 43/367 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Cape Winelands Health District

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

CENTRE : Kayamandi 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 as a Professional Nurse. A post-basic qualification, with a duration of at least a 1-year diploma, in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R 48) 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 as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: **Grade 1:** A minimum of four (4) years appropriate/recognisable experience in nursing after registration with SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate/recognisable experience in nursing after registration with SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1–year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards. BANC & PACK training or experience.

DUTIES : Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care of all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilisation of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms MM Muller Tel No: (021) 808-6109

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. 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 43/368 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ORTHOPAEDICS) (X2 POSTS)**

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

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science:

Orthopaedic Nursing. (R212). OR A 4-year bachelor's degree in nursing (R174) or 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: Willingness to work shifts including weekends, public holidays and night duty. Ability to lift and turn patients, stand for long hours and lift heavy equipment. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to communicate effectively (verbal and written).

DUTIES : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Orthopaedic wards/units. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of orthopaedic patients. Assist with administrative duties, e.g. data collation and reporting.

ENQUIRIES : Ms N Rasmus Tel No: (021) 404-3181

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

POST 43/369 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: PAEDIATRICS WARD AND PAEDIATRIC OPD)**
Chief Directorate: Rural Health Services

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

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 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 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 South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Child Nursing. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Willingness to assist in the Neonatology Unit. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise & coordinate the

service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Paediatric Department.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Paediatric department. Render and supervise specialized clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self & others. Display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.

ENQUIRIES : Ms C Korthom Tel No: (044) 802-4644

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

POST 43/370 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**
Chief Directorate: Metro Health Services

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

CENTRE : Helderberg 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. A post-basic nursing qualification with a duration of at least 1- year, accredited with the SANC in Advanced Psychiatric Nursing Science (R212). OR a 4-year Bachelor's degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as 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: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. It will be required of the incumbent to rotate within the hospital for relief purposes only. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of relevant legislation and policies of the Department of Health and Wellness. Skills to plan, organise and coordinate the service by analysing, problem-solving and decision-making. Leadership towards the realisation of strategic goals and objectives of the Mental Health Unit. Computer literacy in MS packages (Word, Excel and PowerPoint).

DUTIES : Provide optimal, holistic specialised psychiatric nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Ensure efficient and accurate documentation, statistical data collection, capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.

ENQUIRIES : Mr M Photo Tel No: (021) 850-4774

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 43/371 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)**
Chief Directorate: Metro Health Services

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

CENTRE : Helderberg 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 Medical and Surgical Nursing Science: Operating Theatre Nursing (212). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-graduate diploma (R635) accredited with the SANC in Peri-operative 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 with the SANC as Professional Nurse. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. At least 10 years referred to above must be appropriate/recognizable experience after obtaining the 1 year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends to meet the operational requirements Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal). Computer literacy (MS Word, Excel, PowerPoint and Outlook). Leadership towards the realisation of strategic goals and objectives of Operating Theatre Unit. Skills to plan, organise, and deliver the service by analysing problems, problem-solving, and decision-making.

DUTIES : Provision of optimal, holistic specialised nursing care within the professional, ethical and legal framework and work as part of the multi-disciplinary team. Effective utilisation of all resources. Provide support to Nursing Services, ensuring quality productivity. Maintain professional growth/ethical standards and self-development. Participation in training, including mentoring and research.

ENQUIRIES : Mr M Photo Tel No: (021) 850-4774

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 43/372 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) (OUTREACH AND SUPPORT SERVICES)**
West Coast District

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

CENTRE : Cederberg Sub-district Office

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880 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 Psychiatric Nursing Science (R212) 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 Mental Health Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirement 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, analyse, and implement clinical policies and 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 a supervisor. Experience and ability to transfer knowledge and skills in a group as well as individual setting. Must be computer literate (MS Word, Excel, PowerPoint). Excellent typing and writing skills, including spelling and grammatical errors.

DUTIES : To plan, co-ordinate and facilitate effective and efficient mental health service within the Sub-District. To provide a comprehensive mental health service. Monitoring and evaluation of services indicators and outcomes to ensure quality service. To support and provide capacity building to staff. Wellness and health promotion: to promote community awareness, development and participation.

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 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 43/373 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (SERVICE IMPROVEMENT)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R487 197 per annum

CENTRE : Clinical Service Improvement

REQUIREMENTS : Minimum educational qualification: A health-related qualification at NQF Level 7 that allows registration with the Health Professions Council of South Africa (HPCSA), the South African Nursing Council (SANC), or the South African Pharmacy Council (SAPC). Experience: Appropriate experience in public

health management, service improvement, innovation, programme or project management. Appropriate experience in monitoring and evaluation of health-related projects or service-delivery interventions. Appropriate experience in multidisciplinary stakeholder engagement and facilitation. Inherent requirement of the job: A valid driver's licence. Willingness to travel regularly to facilities across the Western Cape Province and nationally, as required. Competencies (knowledge/skills): Knowledge and application of regulations, policies, procedures and indicators relevant to public health and health-service improvement. Knowledge of service and systems design, innovation management, project management, monitoring and evaluation, data governance and evidence-informed decision-making. -Understanding of Human-Centred Design, service design, systems thinking and Jobs to Be Done approaches. Computer literacy and the ability to use appropriate software applications for project, data and reporting purposes. -Service and systems design, innovation portfolio and project management skills. -High-level monitoring, evaluation, data-analysis and benefits-realisation capabilities. -Facilitation, stakeholder engagement, partnership and network-development skills. -Strategic and tactical analysis, analytical problem-solving, report-writing and presentation skills.

DUTIES : Coordinate project design and implementation specifically around Monitoring and Evaluation Framework inputs. Develop and adapt Monitoring and Evaluation tools for Clinical Service Improvement (CSI) projects. Oversee data management of CSI projects. Prepare comprehensive reports and presentations for CSI projects. Manage a structured portfolio of Clinical Service Improvement initiatives, including project planning, implementation monitoring, risks, milestones, intended benefits and recommendations on adaptation or scale. Facilitate multidisciplinary stakeholder engagements and translate strategic priorities and project evidence into actionable service-improvement proposals and recommendations.

ENQUIRIES : Mr N Benting Tel No: (021) 830-3749

NOTE : No payment of any kind is required when applying for this post. Candidates may undergo a Competency-Based Assessment. Candidates will be subjected to a written/practical and oral assessment.

POST 43/374 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**
Chief Directorate: Metro Health Services

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

CENTRE : Nolungile CDC, Khayelitsha/ Eastern Sub-structure

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Experience: **Grade 1:** None after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the as a Diagnostic Radiographer in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Will be required to perform after-hours and including weekends and Public Holidays. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of protocols, radio protection, quality assurance and equipment safety. Knowledge of PACS (Picture Archiving and Communication System) and Radiology Information Systems. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Basic computer and administration skills.

DUTIES : Responsible for the smooth running of the diagnostic imaging department, including providing professional service to patients. General care, radiation protection and safety of patients. Responsibility for radiographic and Computed Radiography (CR) processing equipment. Complete Clinicom, Stats and all PACS and RIS activities. Optimal use, care, and quality assurance of equipment are interconnected practices that collectively ensure equipment performance, safety, and longevity. Assist with the training of new radiographers, community service radiographers and students, as well as to participate in self-development learning programs. Support services to Manager and multidisciplinary team.

ENQUIRIES : Ms NO Mbomvu Tel No: (021) 829-0060 / (082) 269-6230

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 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 43/375 : **SPEECH THERAPIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

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

CENTRE : Khayelitsha/ Eastern Sub-structure Office

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as practitioner in Speech Therapist and Audiologist or Speech Therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech Therapist. Experience: **Grade 1:** None after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech therapist in respect of SA-qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign-qualified employees, for whom it is not required to perform community service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of SA-qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Speech Therapist and Audiologist or Speech Therapist in respect of foreign-qualified employees, for whom it is not required to perform community service, as required in South Africa. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report, clinical note and referral writing skills. Good computer skills (MSWord, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable. Ability to provide Speech Therapy services independently and as part of a team. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed.

DUTIES : To provide Speech Therapy services at facility level (hospitals and primary healthcare facilities) and community level in the Khayelitsha/ Eastern Sub-Structure, inclusive of adult and paediatric patients with disorders in speech, language, feeding, swallowing, fluency, voice and cognition within the scope of practice of a Speech Therapist. To provide education and training to healthcare

professionals, community health workers and patients and plan Speech Therapy related health awareness activities according to the health awareness calendar. To adhere to departmental rules and values. To work and be part of a multi-disciplinary team. -Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resource management such as managing stock and ordering consumables. Complete weekly stats and service reports as required. Maintain own professional development, facilitate in-service training as identified. Manage review of personal performance. Provide relevant relief duty in absence of a peer colleague and provide support to supervisor.

ENQUIRIES : Ms K Jacobs Tel No: (021)-363 2814

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 43/376 : **DIETICIAN GRADE 1 TO 3**
Chief Directorate: Metro Health Services

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

CENTRE : Northern Tygerberg Sub-structure Office (Stationed at Symphony CDC)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietitian. Registration with a professional council: Registration with Health Professions Council of South Africa (HPCSA) as a Dietician. Experience: **Grade 1:** None after registration with the HPCSA in Dietetics in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Dietetics in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Dietetics in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Dietetics in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Dietetics in respect of SA qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA in Dietetics in respect of foreign qualified employees. Inherent requirements of the job: Required to accumulate CEU points for continued registration with HPCSA. Willing to conduct outreach to local clinics, community day/ health centres and communities. Driver's licence Code B/EB. Willing to work overtime. Competencies (knowledge/skills): Thorough knowledge and exposure to all aspects relating to Dietetics. Good interpersonal, communication and organisational skills. Skills should include computer literacy, facilitation, presentation and project coordination. Relevant experience in student training.

DUTIES : Managing burden of disease by improving nutrition in the early life and late life course to all patients. Provide community outreach, conduct projects and activities by rendering a therapeutic service. Capacitated workforce - provide in-service training and mentoring of all categories of personnel and students on nutrition-related topics. General administration including assisting with planning, reporting activities conducted, and monitoring of nutritional programmes.

ENQUIRIES : Ms N Kassen Tel No: (021) 815-8798

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 a dietician with the relevant council (including individuals who must apply for change in registration status). Candidates will be subjected to a practical /written and oral assessment.

POST 43/377 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (REPRODUCTIVE BIOLOGY) (RMU)**

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

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Reproductive Biology. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist in Reproductive Biology. Experience: **Grade 1:** None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA-qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Academic development of self and others. Appropriate clinical experience in assisted reproductive techniques. Computer literacy. Data management. Evidence of administrative and management systems. Knowledge and appropriate clinical experience in Clinical Reproductive Biology.

DUTIES : Clinical service provision in the Andrology and Embryology laboratories. Academic teaching, training and supervision of junior colleagues and other staff. Participation in academic activities within the laboratory. Administration and audit of clinical data and laboratory services in the Reproductive Medicine Unit. Laboratory maintenance.

ENQUIRIES : Ms M Vienings Tel No: (021) 404 6026 or email. marlize.vienings@uct.ac.za.

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. 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 43/378 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (NEUROPHYSIOLOGY)**

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

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Neurophysiology. Registration with a professional council: Registration with HPCSA as a Clinical Technologist: Neurophysiology. Experience: **Grade 1:** None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant

experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology 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: Willingness to work overtime when required. Competencies (knowledge/skills): Advanced knowledge of clinical neurology and the skill to work with paediatric, adult and geriatric patients. Relevant experience in all aspects of clinical neurophysiology.

DUTIES : Provision of specialized neurophysiology diagnostic and investigative services according to GSH protocols within the neurophysiology Unit. Assisting with a development teaching plan for clinical technology students and neurologists and participating in and/or assisting with research. Evoked Potentials (visual evoked potential and auditory brainstem evoked potentials), Nerve Conduction studies, Polysomnography, Multiple Sleep Latency Tests (MSLT). Infection and stock control as well as ensuring adherence to safety protocols in the neurophysiology laboratory. Monitoring of and maintaining neurophysiology and other electronic equipment. Must be able to function in all areas of the hospital e.g.: infectious wards, ICU and EC. Providing accurate interpretation and reporting of the above neurophysiology procedures. Routine Electroencephalography (EEG) and long term (telemetry) scalp- and subdural electrode video EEG monitoring.

ENQUIRIES : Ms C Hanekom, email: Carla.bailey@westerncape.gov.za

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

POST 43/379 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Cape Winelands Health District

SALARY : R413 001 per annum

CENTRE : Stellenbosch Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent. Experience: Appropriate supervisory experience. Appropriate Experience in management of debts and loss control processes. Appropriate Experience in Financial Management, warehousing, procurement and assets. Inherent requirements of the job: Valid Driver's license (Code B/EB). Competencies (knowledge/skills): Knowledge of Public Finance Management Act, National treasury regulations, Provincial treasury instructions, SCM and Financial Delegations and Accounting Officer System, Finance Instructions, Excellent written and verbal communication skills. Excellent management and supervisory skills. Ability to work independently and as part of a team. Analytical thinking, judgement and attention to detail. Computer skills (Advance Excel, Power Point, Microsoft word, other related software programs required to perform day-to-day functions).

DUTIES : Ensure the continuous development and wellness of staff by identifying training needs, facilitating professional growth opportunities, promoting a supportive work environment, and implementing appropriate employee wellness initiatives. Undertake additional duties and responsibilities as assigned, in accordance with operational requirements. Responsible for overall supply chain management functions which includes demand, acquisition, logistic, assets and Disposal management. Ensure effective and efficient warehouse management procedures are implemented and monitored to ensure optimal

utilization of resources and timeous distribution of stock to end- users. Perform secretariat/advisory functions in the quotation committee and vetting meeting. Ensure timeous and accurate compilation of monthly, quarterly finance and SCM reporting. Compile report for IFS/AFS disclosure inputs. Perform system controller functions and all system approval on EPS, LOGIS, BAS, WCSEB, CSD, and Departmental Applications, are done in accordance with applicable delegation of authority if applicable. Management of staff including staff performance, Recruitment and Selection process, training, disciplinary process and general support of staff.

ENQUIRIES : Mr. S Smidt Tel No: (021) 808-6112
NOTE : No payment of any kind is required when applying for this post.

POST 43/380 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**

SALARY : R413 001 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate National Diploma (NQF6) or equivalent. Experience: Appropriate experience in Labour Relations. Competencies (knowledge/skills): Ability to work under pressure. Ability to work independently. Good communication skills (verbal and written). Good interpersonal, consultation, negotiation, decision-making, conflict management and presentation skills. In-depth understanding and ability to interpret relevant legislation pertaining to labour relations.
DUTIES : Investigate misconduct cases and represent the employer at disciplinary hearings. Conduct grievance investigations and draft findings. Ensure compliance in terms of Monitoring and Evaluation in relation to Labour relations statistics and implementation of appropriate interventions. Facilitate appropriate Labour Relations-related training to all employees. Ensure compliance in relation to Collective Bargaining. Provide support to investigating officers and assist with drafting charge sheets. Provide advice and support to management and all employees regarding Labour Relations-related matters. Represent the Department at Conciliations. Facilitate the effective functioning of the IMLC. Supervision of administration clerks and interns.
ENQUIRIES : Mr M Boezak Tel No: (021) 938-5184
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.

POST 43/381 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS AND HRD**
Overberg District

SALARY : R413 001 per annum
CENTRE : Overberg District Office
REQUIREMENTS : Minimum educational qualification: Appropriate National Diploma (NQF6) or equivalent. Experience: Appropriate experience in Labour Relations and Human Resource development. Inherent requirement of the job: Valid (Code B/EB/C1) driver's licence. 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 : Conduct disciplinary investigations and act as an initiator in disciplinary hearings. Handle individual and collective grievances. Interpret various Labour Relations statistics. -Deal with conflict and disputes. Facilitate the development, implementation and evaluation of the Workplace skills plan and the Annual training Report. Render a secretariat service to the Skills Development Committee as well as the Institutional Management and Labour Committee. Attend HRD and Labour relations forum meetings.
ENQUIRIES : Mr N Liebenberg Tel No: (028) 218-5812
NOTE : No payment of any kind is required when applying for this post.

POST 43/382 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Service

SALARY : R413 001 per annum
CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate National Diploma (NQF6) or equivalent. Experience: Appropriate experience in Information Management and Health Information Systems (HIS). Appropriate experience in data

processing, data quality checking and data analysis. Appropriate experience in report writing and data compilation. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy and proficiency. Knowledge of hospital operations and business process analysis, mapping, and remodelling. Knowledge of Health Information policies and software i.e CLINICOM, TIER.Net, SINJANI, JAC Pharmacy, SPV, HECTIS, Business intelligence, Ideal Hospital and SharePoint. Knowledge of database management, data filing and collation as well as manipulation. Appropriate supervisory knowledge & communication skills.

DUTIES : Maintain and improve IM reporting structures and ensure monthly Data meetings. Provide quality training and end-user ICT support. Ensure that the Hospital operational Information Management objectives are met. Responsible for assessing and improving Hospital data performance including establishing and adhering to internal controls. Support supervisor timeously and ensure accurate reporting. Manage, control, and monitor progress on multiple projects aimed at improving efficiency. Ensure compliance with all Health Information policies and procedures.

ENQUIRIES : Mr M Mdodeni Tel No: (021) 370-1125

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

POST 43/383 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (X2 POSTS)**
Chief Directorate: People Management

SALARY : R338 106 per annum

CENTRE : Western Cape Government College of Emergency Care

REQUIREMENTS : Minimum educational qualifications:(Senior Certificate) or equivalent qualification. Experience: Appropriate Administrative experience in an accredited higher education institution in South Africa. Inherent requirements of the job: Willingness to work overtime when required. Willingness to travel. Valid Code 8 driver's licence. Competencies (knowledge/skills): Knowledge of Public Service prescripts (Public Service Act, Public Service Regulations, Batho Pele principles) and Departmental policies. Knowledge of supervisory practices and staff performance management. Knowledge of higher education regulatory legislation. Proficiency in MS Word, Excel, PowerPoint and Outlook. Excellent verbal and written communication skills, including report writing and minute taking. Knowledge of supervisory, performance management and HEI administration. Ability to manage and maintain administrative systems and procedures. Ability to analyse and report on data.

DUTIES : Coordinate administrative support for assigned academic programmes. Supervise administrative support staff, including monitoring deadlines and performance management. Provide student administrative support and render general administrative support to the Senior Administrative Officer and Academic Head.

ENQUIRIES : Dr. R. Cermak Tel No: (021) 938 4116 or email radomir.cermak@westernape.gov.za

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

POST 43/384 : **ADMINISTRATIVE OFFICER: FINANCE (BUDGET AND EXPENDITURE)**

SALARY : R338 106 per annum

CENTRE : Groote Schuur Hospital, Observatory

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 financial and expenditure management. Competencies (knowledge/skills): Knowledge of Public Finance Management Act. Knowledge of BAS and knowledge Syspro. Good communication skills (verbal and written). Computer literacy (MS Word, Excel, Outlook).

DUTIES : Render assistance to the Senior Admin Officers in the Finance section. Manage the clearance of various Assets and Liabilities accounts. Manage the allocation of Cash Receipts. Manage BAS payments, Journal entries and Debt take-on's. Manage Filing of documentation. Authorise Journals, Payments, Debt & T&S Claims. Developing and Training of Staff in Finance.

ENQUIRIES : Ms. C Mackay Tel No: (021) 404-2244.
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 43/385 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**

SALARY : R338 106 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with appropriate experience that focuses on the Key Performance Area's (KRA's) of post. Experience: Appropriate experience in Supply Chain Management in a buying capacity. Appropriate experience in procurement of goods and services, procurement processes and systems. Appropriate experience of using the Electronic Procurement System (EPS) quotation tool, eTender portal, SEB, CSD, Annual Procurement tool and Syspro. Appropriate operational experience that focuses on the Key Performance Areas (KPA's) of the post. Appropriate experience in procurement processes relating to informal and formal bid administration. Competencies (knowledge/skills): Extensive knowledge of the SYSPRO/LOGIS or a similar procurement management system. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health including delegations, Supply Chain Management and the EPS (Electronic Procurement System) as well as eTender portal. Good organisational skills. Computer literacy (MS Word, Excel, MS Office). Written, verbal and report writing skills. Reviewing of the relevant contract management tools.
DUTIES : Coordinate effective control of institutional contracts formal and informal Coordinate and facilitate efficient and effective Bid Administration Coordinate and facilitate effective and efficient procurement of Goods and Services Coordinate and facilitate efficient and effective Contract Management Reporting Liaise with technical and professional personnel in respect of bidding processes. Supervise the Supply Chain Management Component, performance and develop of staff. Accurate and timeous reporting including report writing and the presentation thereof. Assist with Supply Chain Management processes and related queries, provide guidance and support on identified shortcomings within the SCM section. Responsible to ensure effective internal controls and compliance. Reviewing and approving procurement processes while ensuring compliance. Effective support to supervisor.
ENQUIRIES : Ms. G. Isaacs Tel No: (021) 938-5605
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to practical assessment.

POST 43/386 : **INDUSTRIAL TECHNICIAN GENERAL ENGINEERING PRODUCTION (MEDICAL GAS)**

SALARY : R338 106 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: National Diploma or equivalent (T- or N- or S- Stream) in Mechanical or Electromechanical fields or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Experience: Appropriate/recognisable experience in the area after obtaining the relevant minimum educational qualification. Inherent requirement of the job: Valid (Code B/EB) driver's license. Working outside of normal office hours. Being available in case of emergencies. Fit and able to work in confined spaces. Competencies (knowledge/skills): Ability to do maintenance to Medical Gas, Gas and Compressor Infrastructure Computer literacy with the ability to write Specifications. Multitask and skills in Project Management and Medical Gas Field.
DUTIES : Provide planning for the Medical Gas Division and the equipment maintenance under the Medical Gas Division’s control. Collect, log, and track repair requisitions. Assist in ordering and controlling the workshop materials, gasses and tools. Manage all contractors, contracts and liaise with Engineering. Keep record of all repairs and perform the necessary administrative functions. Liaise

with all relevant personal in ensuring Groote Schuur Hospital is within regulations and with service providers and agents to manage quotations and maintenance. Liaise, evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment.

ENQUIRIES : Mr R van Schalkwyk Tel No: (021) 404-6289 or Mr. D. Smith Tel No: (021) 404-3163

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

POST 43/387 : **PHYSIOTHERAPIST (5/8TH) GRADE 1 TO 3**
Cape Winelands Health District

SALARY : Grade 1: R258 201 per annum
Grade 2: R301 563 per annum
Grade 3: R353 013 per annum

CENTRE : Stellenbosch PHC Support and Outreach

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. 1-year relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** A minimum of 10 years' appropriate experience after registration with the Health Professions Council of South African (HPCSA) as a Physiotherapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 20 years' appropriate experience after registration with the Health Professions Council of South African (HPCSA) as a Physiotherapist. A minimum of 21 years relevant experience after registration with the Health Professions Council of South Africa as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: A valid driver's license. Competencies (knowledge/skills): Excellent communication skills (verbal and written). Ability to work independently and in an integrated multi-disciplinary team across all platforms. Sound knowledge of physiotherapy care and treatment.

DUTIES : Provision of comprehensive Physiotherapy services to inpatients and outpatients at hospital level, as well as primary healthcare Physiotherapy outreach services. Facilitate the integration of Physiotherapy services across hospital, primary healthcare and community settings to enhance accessibility, efficiency and continuity of care. Participate in clinical governance, multidisciplinary collaboration, people development, health support and resource management.

ENQUIRIES : Ms L. Appel Tel No: (021) 808-6137

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 with their job application/on appointment. This concession is only applicable on health professionals whom 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 43/388 : **ARTISAN PRODUCTION GRADE A TO C (PLUMBING)**
Directorate: Engineering and Technical Support Services

SALARY : Grade A: R253 341 per annum
Grade B: R297 249 per annum

Grade C: R345 342 per annum

CENTRE : Head Office, Cape Town (Bellville Mobile Workshop)

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. (Plumbing). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Good communication skills. Sound Knowledge of mainly Plumbing as well as any other Building related trade. Knowledge of the Occupational Health and Safety Act, 1993 and its relevant regulations. Must have a knowledgeable experience in plumbing maintenance.

DUTIES : Perform necessary administrative functions, training and supervision of subordinates. Control over tools and materials. Mainly Plumbing related duties. Repairs and Service of infrastructure equipment at Facilities, according to standards and relevant regulations. Occasional Support in minor repairs, plumbing Departments. Take control of Job cards assigned. Assist the Artisan Foreman in certain Duties assigned. Emergency breakdowns (including afterhours repairs). Performing Standby duties. Planning and décor of new installations and alterations.

ENQUIRIES : Mr JP Louw Tel No: (021) 830-3771

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

POST 43/389 : **ARTISAN PRODUCTION GRADE A TO C (AIRCONDITIONING AND REFRIGERATION)**
Directorate: Engineering and Technical Support Services

SALARY : Grade A: R253 341 per annum
Grade B: R297 249 per annum
Grade C: R345 342 per annum

CENTRE : Head Office, Cape Town (Bellville Mobile Workshop)

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in Airconditioning/Refrigeration. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) (Manual). Willingness to travel to perform maintenance duties throughout the Western Cape. Physically fit to perform duties. Work overtime should the need arise, day or night and perform standby duties and attend to emergency breakdowns (including after-hour repairs). Good communication skills. Competencies (knowledge/skills): Knowledge of the Occupational Health and Safety Act, 1993 and its relevant regulations. Ability to fault-find and repairs down to component level.

DUTIES : Service, repair and fault finding of domestic, commercial and industrial refrigeration units Service, repair and fault finding of various domestic, commercial and industrial Airconditioning units. Service, repair, fault finding of Air handling units, chiller plants heat exchangers, heat pumps. Compile and submit inspection reports as required on all Airconditioning and refrigeration equipment stipulate on the preventative maintenance plan of the workshop to comply with SANS regulations. Give in service training to Handyman, Tradesmen Aid and Interns. Assist with the executing of all Refrigeration and Airconditioning system projects.

ENQUIRIES : Mr A Bingham at (079) 517-2405

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates might be subjected to a practical test.

POST 43/390 : **ADMINISTRATION CLERKS ADMISSIONS (PATIENT ADMINISTRATION) (OUTPATIENT) (X2 POSTS) INPATIENTS (X1 POST)**

SALARY : R237 453 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a Fees-related environment dealing with Clinicom Patient Administration. Competencies (knowledge/skills): Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing

and Finance instructions. Computer literacy. (Ms Outlook, Ms Excel). Good communication skills (verbal and written). Strong sense of confidentiality

DUTIES : Various Reception tasks or duties assigned to you by immediate supervisor as required. Provide administrative and secretarial support services to the department. Debiting of Charge Entries to invoices as per UPFS and PGWC billing procedures including ICD10 capturing. Responsible for handling and receiving of public money, Cash Collection and Banking of State Money. Attending to patient queries (both verbal and written). Clinicom patient registration functions admissions, discharges and patient transfers as per PGWC Hospital Fees policies and procedures including booking of appointments & patients transport on Healthnet. Rotate in fees department as per operational requirements if required.

ENQUIRIES : Ms N Ntutu Tel No: (021) 404-3150.

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

POST 43/391 : **ADMINISTRATION CLERK FINANCE/ADMIN (REVENUE) (X4 POSTS)**

SALARY : R237 453 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with appropriate experience that focuses on the Key Performance Area's (KRA's) of post. Experience: Appropriate experience in Revenue Department. Competencies (knowledge/skills): Ability to work under pressure with set deadlines. Excellent interpersonal skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision. Knowledge of how to operate computer hardware. Excellent written and verbal communication skills. Computer literacy (Word, Excel) in terms of collating, interpreting and inserting data into a spreadsheet.

DUTIES : Handling of patient account enquiries. Perform all duties associated with the follow-up and collection of outstanding accounts. Ensure correctness of patient invoices. Clearing of Inter-responsibility Account and Medscheme accounts. Billing of patient accounts and allocating payments. Handling of state monies.

ENQUIRIES : Mr. LI Kitshini Tel No: (021) 938-4387

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

POST 43/392 : **ADMINISTRATION CLERK INFORMATION MANAGEMENT**

SALARY : R 237 453 per annum

CENTRE : Groote Schuur Hospital Observatory

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in information management and health information systems. Competencies (Knowledge/Skills): Good communication, interpersonal, planning, organisational and data management skills. Problem-Solving and Analytical thinking. Attention to Detail and Accuracy. Understanding of Healthcare Compliance and Confidentiality. Computer Literacy (Excel, Word, SharePoint, hospital-based information systems). ICD Coding Knowledge. Filing and record keeping abilities.

DUTIES : Capture Theatre procedures on Clinicom. Perform accurate and timely data capturing of clinical and operational information. Clinical data collection and capturing. Distribute daily operational reports. Capture monthly reports on the Sinjani system. Support to supervisor with monthly reporting of data to Provincial office. Compile reports and coordinate manager and CEO signoff. Assist with audit preparation and compliance requirements. Support provincial report filing and record management. Maintenance of database. Assist the supervisor with reporting queries and information requests. Establish and maintain an efficient informatics filing system and reception area.

ENQUIRIES : Ms Z Ganief Tel No: (021) 404 6108.

NOTE : No payment of any kind is required when applying for these posts. Shortlisted candidates may be subjected to a practical assessment.

POST 43/393 : **ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS / ARCHIVES)**
Chief Directorate: Rural Health Services

SALARY : R237 453 per annum

CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Medical Records and Archive experience. Appropriate Clinicom experience. Inherent requirement of the job: Work 12-hour shifts (day and night), weekends and public holidays. Work overtime when needed to meet operational requirements. Competencies (knowledge/skills): Knowledge of filing/archiving and disposal of medical records in a Healthcare Environment. Ability to accept accountability and responsibility with good interpersonal and communication skills. Computer literacy, Clinicom, MS Word and Excel. Knowledge of the Records Management Policy, The National Archives and Records Service of South Africa Act and the Promotion of Access to Information Act. Ability to work independently with good organising skills.
DUTIES : Deliver efficient medical records services, including filing, sorting, duplicate management, and merging of patient records. Ensure the compliant retention, culling, destruction, and disposal of patient records and folders. Support a culture of professionalism, ethical conduct, and compliance through attendance and leave administration. Ensure efficient patient records and filing services, including the availability of patient folders, duplicate identification, and record merging. Ensure the effective utilisation of resources through the maintenance of functional equipment and the availability of stock and consumables.
ENQUIRIES : Ms S Gcwabe Tel No: (023) 348-6458
NOTE : No payment of any kind is required when applying for this post.

POST 43/394 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)**
Garden Route District

SALARY : R237 453 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competences that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience. Inherent requirement of the job: Willingness to rotate within Supply Chain Management Department and relieve colleagues when needed. Competencies (knowledge/skills): Appropriate knowledge of the Accounting Officer's System and SCM Delegations of the Department. Appropriate knowledge of Western Cape Supplier Database & Centralised Supplier Database. Computer literacy (Windows/Word/Excel and Outlook & SharePoint). Good communication skills (written and verbal).
DUTIES : Ensure proper Warehouse Management i.e. Planning, Maintaining, Movements, Disposals and Stocktake Planning. Recording keeping, recording and compliance with departmental prescripts. Preparation of procurement documents relating to Warehouse items. Updating and completing all LOGIS functions relating to Warehousing. Support to Supervisor and the broader SCM and Finance team.
ENQUIRIES : Mr C Michaels Tel No: (044) 203 - 7245
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.

POST 43/395 : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2**
Chief Directorate: Emergency Clinical and Services Support

SALARY : Grade 1: R225 777 per annum
Grade 2: R262 953 per annum
CENTRE : Observatory Forensic Pathology Institute
REQUIREMENTS : Minimum educational qualification: Senior Certificate with having achieved Mathematics, Life Science and/ or Biology as passed subjects. Experience: **Grade 1:** None. **Grade 2:** 10 year's appropriate experience. Inherent requirement of the job: Valid Code B/EB driver's license. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Be willing to work shifts and overtime. Competencies (knowledge/skills): Ability to interpret and apply policies. Ability to work under pressure. Ability to communicate clearly and discreetly in person and in writing. Ability to be trained in photography. Ability to be trained in 4X4 Vehicle handling. Willingness to be trained in Forensic Investigation and Dissection. Willingness to assist with

duties in an X-ray room. Willingness to be trained in Forensic Pathology Business Processes. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Computer and software literacy. Will be required to deliver testimony in court proceedings.

DUTIES : Effective and efficient recovery, storage and processing of deceased. -An effective Forensic autopsy process rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after the Forensic Mortuary process. -An effective and efficient Management of Unknown corpses. -An efficient support service to the Manager with regard to Corporate and Clinical Governance functions of the Observatory Forensic Pathology Institute.

ENQUIRIES : Mr MJ Fester, email: Mark.Fester@westerncape.gov.za

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

POST 43/396 : **LINEN SUPERVISOR**
West Coast District

SALARY : R201 093 per annum

CENTRE : Swartland Hospital, Swartland Sub-district

REQUIREMENTS : Minimum educational qualification: General Education and Training (GETC) / grade 9 (Std 7). Experience: Appropriate supervisory and practical experience in a hospital setting. Appropriate experience in linen/ laundry service. Appropriate clerical experience. Inherent requirement of the job: Willingness to do physical hard work and stand for long hours. Physical Fit. Valid (Code B) driver's licence. Willingness to work shifts, weekends, public holidays and overtime when required. Competencies (knowledge/skills): Ability to achieve and maintain good interpersonal relations with staff and the service provider. Ability to interpret the Western Cape Hospital Linen management policy. Knowledge of stock and infection control. Computer literacy (MS Office: Word, Excel, and Outlook).

DUTIES : Timeous and procedurally correct dispatching of soiled linen to laundry within a safe working environment. Ensure that wards and institutions are provided with clean linen timeously. Timeous and procedurally correct distribution of clean linen to user departments within a safe working environment. Oversee and ensure that ordering of stock, PPE for the laundry is performed. Effective supervision and support to staff.

ENQUIRIES : Mr L Kortjé Tel No: (022) 487-9200

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

POST 43/397 : **NURSING ASSISTANT GRADE 1 TO 3 (SURGICAL WARD)**
Chief Directorate: Metro Health Services

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

CENTRE : Victoria Hospital

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 after registration with SANC as a Nursing Assistant. **Grade 2:** A Minimum of 10 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. **Grade 3:** A Minimum of 20 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. Inherent requirement of the job: Willingness to work overtime when necessary. Will be required to work shifts, public holidays, night duty, after hours and weekends. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Good communication skills and ability to communicate (written and verbal). Ability to work in the multi-disciplinary team. Enhance patient care through the implementation of SOP's, policies and guidelines.

DUTIES : Provide elementary clinical nursing care. Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility and elimination processes. Monitor patient vital signs and report any abnormal findings. Reporting on patient safety and adverse incidents. Effective utilization

of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.

ENQUIRIES : Ms A Jattiem Tel No: (021) 799-1292
NOTE : No payment of any kind is required when applying for this post.

POST 43/398 : **STERILISATION OPERATOR**
Chief Directorate: Metro Health Services

SALARY : R170 226 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: General Educational and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate sterilising & disinfection (CSSD) experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays, night duty, overtime as needed. Willingness to rotate and perform relief duties, according to operational needs. Competencies (knowledge/skills): Knowledge and skills regarding disinfection, decontamination, and sterilisation. Knowledge of CSSD procedures and the use of equipment (Gas/ autoclave etc). Ability to work in a team cooperatively – good interpersonal skills. Good communication (verbal and written)
DUTIES : Effective application of the sterilisation process and techniques, promote/adhere to infection control practices, as well as health and safety regulations. Decontaminate, pack, and sterilize instruments and linen supplies. Assist with maintaining, cleaning, and testing of sterilisation equipment, washing machines, and autoclaves to ensure all equipment is in optimum working condition. Using all resources/consumables cost-effectively. Monitor, control and maintain adequate stock levels, report and assist with investigations of broken equipment / lost items. Lifting and pushing heavy equipment.
ENQUIRIES : Ms TY Kunz Tel No: (021) 799 1169.
NOTE : No payment of any kind is required when applying for this post.

POST 43/399 : **TRADESMAN AID**
Chief Directorate: Rural Health Services

SALARY : R170 226 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: NQF 3 (Grade 10) or equivalent. Experience: Appropriate experience as a maintenance assistant/aid. Inherent requirement of the job: Willingness to work overtime when needed and perform relief duties. Capability to do strenuous physical labour. Competencies (knowledge/skills): Ability to optimally utilise allocated resources such as materials, tools and equipment. Appropriate knowledge of the application of the requirements of the Machinery. Adherence to the Occupational Health and Safety Act, 1993 and its relevant regulations.
DUTIES : Complete and efficient execution of instructions which include, amongst other, general maintenance. Assist with engineering projects, maintenance and repairs, installations and alterations. Assist Assistant to Artisans and Artisans in the performance of their duties. Exercise control over tools, equipment and materials. Cleaning of Workshop and Plantrooms.
ENQUIRIES : Mr P Mabula Tel No: (044) 802-4565
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test.

POST 43/400 : **LINEN STORES ASSISTANT**
West Coast District

SALARY : R144 024 per annum
CENTRE : Vredenburg Hospital, Saldanha Bay Sub-district
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience of handling linen in a hospital environment. Inherent requirement of the job: Ability to do physical hard work and stand for long hours. Willingness to relieve in other departments when required. Willingness to work shifts, weekends, public holidays and overtime when required. Competencies (knowledge/skills): Good verbal, as well as written communication skills. Must be physically able to lift heavy objects and stay on your feet for long hours. Ability to do laundry duties, i.e. stocktaking, delivering linen and assisting audits

		in wards (hospital). Knowledge of stock and infection control; a valid driver's licence will be an advantage.
DUTIES	:	Ensure that the wards and institutions are provided with clean linen timeously. Sort, sluice, count, and process dirty and fouled linen daily, including laundering psychiatric and/or long-stay patients' clothing, as well as loading and unloading washing machines and dryers. Operate ironing, pressing, and finishing equipment. Assist with linen counts and monthly stocktaking. Render support to the Supervisor.
ENQUIRIES	:	Mr A Van Vuuren Tel No: (022) 709-5096
NOTE	:	No payment of any kind is required when applying for this post. 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 43/401	:	**CLEANER** Chief Directorate: Metro Health Services
SALARY	:	R144 024 per annum
CENTRE	:	Inzame Zabantu
REQUIREMENTS	:	Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience within a health environment. Inherent requirements of the job: Must be physically fit to lift heavy objects. Competencies (knowledge/skills): Good communication skills. Ability to operate machinery and equipment.
DUTIES	:	Maintain a high standard of neatness and hygiene in the facility. Implement infection control policy standards. Effective cleaning and maintenance of equipment. Cost-effective use of cleaning consumables. Provision of cleaning support services to nursing management. Effective Waste Management. Render support services to the Housekeeping Supervisor. Adhere to loyal service ethics.
ENQUIRIES	:	Ms. N. Bizo Tel No: (021) 830-6944
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 43/402	:	**PORTER** Cape Winelands District
SALARY	:	R144 024 per annum
CENTRE	:	Worcester Community Day Centre, Breede Valley Subdistrict.
REQUIREMENTS	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a public health facility. Inherent requirements of the job: Willingness to work overtime if needed. Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Good communication skills.
DUTIES	:	Moving and uploading of patients from vehicles, ambulances, beds, trolleys and wheelchairs. Transporting of patients on trolleys/wheelchairs within WCDC and between WCDC and Worcester hospital. Pick up, drop off and safe handling of laboratory samples to NHLS laboratory at WPH. Safe transportation of medical and other documentation (patient files, reports, etc.) from WPH to WCDC and back to WPH. Assist with safe moving of equipment within WCDC. Safe transportation of CSSD equipment between WPH and WCDC. Checking and maintaining of wheelchairs/oxygen equipment daily and weekly. Reporting of broken / loss equipment within WCDC. Assisting with the off-loading of supplies received from BKH supply stores. Assist with checking of fire safety equipment and reporting. Assist sub-district office with checking of facility bassets.
ENQUIRIES	:	Mrs. A Arendse Tel No: (023) 348-4100
NOTE	:	No payment of any kind is required when applying for this post.
POST 43/403	:	**HOUSEHOLD AID (X2 POSTS)** Chief Directorate: Metro Health Services
SALARY	:	R144 024 per annum
CENTRE	:	Karl Bremmer Hospital

REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a Health Facility. Inherent requirements of the job: Ability to operate machinery and equipment. Ability to lift/move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night duties and rotate in different departments according to operational needs and requirements. Competencies Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Able to handle conflict and the ability to work under pressure.

DUTIES : General cleaning and maintenance (dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls). Ensure that cleaning equipment, e.g. polisher and scrubbing machines, mops, brooms and buckets, are clean after usage and securely stored. Effective use of cleaning agents and stock as well as elementary stock control. Provide clean linen for hospital and manage clean and soiled linen. Responsible for general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Attend training courses where applicable. Provide refreshments and meals to clients as required.

ENQUIRIES : Ms. T Petshwa Tel No: (021) 918-1277.

NOTE : Shortlisted candidates will be subjected to a written/practical and oral assessment.

POST 43/404 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY) (16 SESSIONS PER WEEK)**
(12-Month Contract)
Garden Route District

SALARY : Grade 1: R671 per hour
Grade 2: R766 per hour
Grade 3: R887 per hour

CENTRE : Garden Route District Office (Stationed at George Hospital)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Council in respect of foreign qualified employees) as Medical Specialist in Obstetrics and Gynaecology. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: It will be expected of the successful candidate to comply with the governance processes of the department of Health and Wellness. A valid (Code B/EB) driver's license and willingness to travel. Participate in termination of pregnancy services within guidelines and protocols. Competencies (knowledge/skills): Appropriate clinical experience in the medical and surgical management of obstetrics and gynaecology in- and outpatients, since obtaining the degree of MBChB. Surgical competency in abdominal hysterectomy, caesarean sections, evacuation of uteruses, cervical cerclage placement, perineal tear repair and obstetric and gynaecology ultrasound is mandatory. Good work etiquette; excellent communication skills; cost-conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Willingness and enthusiasm to champion teaching, training, skills transfer at district hospital. Please click the print button below to generate the full Job Description report.

DUTIES : Clinical service provision: Provide efficient and cost-effective clinical service of high quality with a patient centered focus, addressing the burden of disease in the Rural East Geographical Service area (GSA). Effective clinical administration in maintaining high quality clinical patient records and reports. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct. Participate in the teaching program. Active participation in Research and Professional Development and clinical governance activities in the unit. The desired candidate will be required to set an appropriate example of an exemplary

medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff, supervising and teaching community service medical officers, interns and medical students and liaise with consultants daily.

ENQUIRIES : Dr HA Swart Tel No: (044) 805-4616/4437 or email: hester.swart@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 43/405 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS) (16 SESSIONS PER WEEK)**
(Contract till 31 March 2030)
Chief Directorate: Metro Health Service

SALARY : Grade 1: R671 per hour
Grade 2: R766 per hour
Grade 3: R887 per hour

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Medical Specialist Paediatrics. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Paediatrics. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatrics. **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 Paediatrics. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to do teaching. Competencies (knowledge/skills): Good communication skills. Computer literacy. Have a good understanding of regional and district level child health services and programmes. Awareness of statutory framework, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Practical experience in inpatient and outpatient care in General Paediatrics and Neonatology. Leadership, interpersonal- and organisational skills.

DUTIES : Clinical service delivery at specialist level across the full spectrum of Paediatrics and Neonatology. Ensure effective and efficient clinical governance and management within the NSH Paediatric department with regard to clinical, human and financial resources. Conduct academic teaching in Paediatrics and Neonatology on UCT joint platform. UCT is committed to the pursuit of excellence, diversity and redress in achieving equity targets Plan and participate in the education and training of staff, including registrars, medical officers, community service MO's, interns, medical students and nursing staff.

ENQUIRIES : Dr P Nongena Tel No: (021) 402-6417

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).

DEPARTMENT OF INFRASTRUCTURE

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

CLOSING DATE : 25 January 2027

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, including 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 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 43/406 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ROAD SYSTEM DEVELOPMENT REF NO: DOI 44/2026 R1**

SALARY : Grade A: R407 337 - Grade C: R610 131 per annum, (Salary will be determined based on post registration experience as per OSD prescribed).

CENTRE : Department of the Infrastructure, Western Cape Government.

REQUIREMENTS : National Diploma in Civil Engineering or relevant qualification; Three years relevant post qualification technical (Civil engineering) experience; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Condition assessments of surfaced and gravel roads; Efficient computer literacy and good working knowledge of MS Office suite. Geo technical and pavement design of roads; Road infrastructure material; Technical support service knowledge in respect of material quality control and management for road and bridge construction; Legal compliance; As-built and standard specifications; Ability to solve broadly defined technological challenges through application of proven techniques and procedures; Communication (written and verbal); Interpersonal skills; People Management; Planning and organising; Record keeping; Problem solving; Change management; Knowledge or experience in the condition assessments of surfaced and gravel roads; Efficient skills in report writing and presenting; Willing to travel to sites and work away from home; Efficient computer literacy and good knowledge of MS Office suite; Team player. Efficient skills in report writing and presenting; Willing to travel to sites and work away from home.

DUTIES : Render technical services in line with qualification; Assist engineers, technologists and associates in the field; Provide and consolidate inputs to the technical / engineering operational plan; 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; Compile and submit reports as required; Develop,

implement and maintain system databases; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES : Mr NJ van Gass Tel No: (021) 483 5160

POST 43/407 : **SUPPLY CHAIN MANAGEMENT CLERK: ORDERS: REGION 2 (OUDTSHOORN) REF NO: DOI 84/2026**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Department of the, Infrastructure Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Working knowledge and understanding of the following: Supply chain duties, practices as well as the ability to capture data, operate a computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment. Skills in the following: Computer literacy; communication (written and good verbal); Planning and organising; Teamwork; Interpersonal relations.
DUTIES : Render demand support; Render Asset Management clerical support; Render acquisition clerical support; Render Logistical support services.
ENQUIRIES : Ms Anthea Mattews Tel No: (044) 272 6071

POLICE OVERSIGHT AND COMMUNITY SAFETY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE : 25 January 2027
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, including 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 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 43/408 : **DEPUTY DIRECTOR: POLICY DEVELOPMENT, RESEARCH & INFORMATION SECURITY REF NO: POCS 16/2026**

SALARY : R932 292 per annum (Level 11), all-inclusive salary package
CENTRE : Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS : A qualification at NQF level 6 (equivalent or higher); 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: Knowledge of the following: Specialist knowledge of OHS legislation, systems and procedures; ISO 31000 - Risk Management, ISO 45001- Occupational Health and Safety, SAMTRAC, SHERQ reporting and safety and security risk management; Safety and security related legislation, standards and regulations (understanding and interpretation); Technical knowledge of OHS risk management processes; Leading and supervising; Applied strategic thinking;

Policy development; Writing and reporting; Research and analysing; Creative thinking; Problem-solving and decision making. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of team.

DUTIES : Manage and influence Security Governance within Departments; Develop and manage the implementation of International Organisation for Standardisation aligned security frameworks across cluster departments; Drive Occupational Health, Safety Compliance and foster a positive security culture; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management; Financial Management.

ENQUIRIES : Dr Gillian Lutz Tel No: (021) 483-2954

DEPARTMENT OF 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 : 25 January 2027

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, including 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 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 43/409 : **ASSISTANT DIRECTOR: PEOPLE POLICY REF NO: DOTP 125/2026**

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

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : A 3-year B-Degree (equivalent or higher qualification) in Industrial Psychology, Labour Law, Public Administration, or a related field at NQF 6; a minimum of 3 years' relevant experience in policy research, development, drafting, and implementation within large organizations or the Public Service. Competencies: Knowledge and understanding of: Labour legislation, public service regulatory frameworks, governance principles and compliance requirements; qualitative and quantitative research methodologies to support evidence-based policy development. Skills and competencies: Strong analytical, problem-solving and data interpretation skills; proficiency in the MS Office Suite, particularly advanced Microsoft Excel for data analysis and reporting; excellent written and verbal communication skills, including the ability to draft clear reports, engage stakeholders and tailor messaging to different audiences; and the ability to work independently and collaboratively as part of a team.

DUTIES : The incumbent will be responsible for policy development, leading the drafting and implementation of evidence-based HR policies that align with legislation and strategic goals, ensuring they are forward-thinking, adaptable, and responsive to organizational needs; Provide stakeholder engagement &

advisory services to senior leadership and key stakeholders, ensuring policy alignment and fostering cross-departmental collaboration for effective implementation; Ensure governance and compliance of all HR policies with labour laws and public service regulations, overseeing quality assurance through regular reviews and updates; Perform data analysis and decision-making by utilizing data to inform HR policy development, anticipate workforce needs, and proactively adjust policies based on evidence and HR trends; Perform managerial functions by managing operations, employees, and budgets to ensure efficient policy implementation, leading and mentoring the team to achieve divisional goals.

ENQUIRIES : Karen Scholtz Tel No: (021) 483 6143

POST 43/410 : **PROJECT OFFICER: ORGANISATIONAL DEVELOPMENT REF NO: DOTP 123/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year qualification at NQF level 6 or equivalent; a minimum of 3 years of relevant experience. Competencies: Knowledge of: Legislation, regulatory frameworks, policies and best practices relevant to the line functions; information systems for the management of knowledge and information; project management principles, administration best practices, theories, methodologies and provincial project management tools, including the Dashboard; operational management practices, systems and procedures; procurement and tendering processes; policy development, 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 resource management and discourse management processes; the Public Finance Management Act, National and Provincial Treasury Regulations, financial policies, prescripts, directives and collective agreements; the functioning of the Province and activities of sister departments and related functional areas; national and provincial policies of the government of the day; Labour Relations legislation and regulations; performance management principles and processes; and national and provincial instruments and legislation pertaining to administrative functions, including the Public Service Amendment Act, Public Service Regulations, financial management prescripts, records management, transport prescripts and office administration.

DUTIES : Facilitate, coordinate and maintain project management system; Manage the Executive Projects Dashboard (EPD) at the Departmental level; Facilitate and coordinate performance planning, monitoring, evaluation system and reporting; Render general administrative support to Chief Directorate (CD); Managerial/Supervisory functions.

ENQUIRIES : Ms B Nel @ Bianca.Nel@westerncape.gov.za

POST 43/411 : **ORGANISATIONAL DEVELOPMENT PRACTITIONER: ORGANISATIONAL DEVELOPMENT REF NO: DOTP 122/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year post school qualification (NQF 6) within Social/Industrial Psychology, Public and Business Management Science or a related field; a minimum of 1 years of relevant experience. Competencies: Knowledge of: Organisational performance as it relates to the field of organisation development; appropriate job evaluation systems; national and provincial instruments and legislation pertaining to human resource management, financial management and supply chain management; national and provincial policies of the government of the day; provincial government functions and services; research methods and statistics, including action research, quantitative and qualitative research; Staff Performance Management System (SPMS); statutory framework governing the broad management of the Public Service; and organisation development theory, practices and techniques relating to organisation design, process development and improvement, and organisational behaviour. Skills: Computer literacy, particularly in the MS Office

Package (Word, Excel, PowerPoint, Visio, etc.); written and verbal communication; ability to work independently and as part of a team; influencing; delivering results and meeting customer expectations; following instructions and procedures; relating and networking; writing and reporting; analysing; planning and organising; and working with people.

DUTIES : Provide leadership development interventions; Facilitate organisational change interventions; Determine the need for organisational change interventions; Provide project administration support.

ENQUIRIES : Ms C Hector @ Chandrey.Hector@westerncape.gov.za

DEPARTMENT OF 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 : 25 January 2027

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OTHER POSTS

POST 43/412 : **ADMINISTRATION CLERK: OFFICE OF THE HEAD OFFICIAL REF NO: PT 25/2026**

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

CENTRE : Department of the Provincial Treasury, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service. Skills in the following: Communication; Interpersonal relations; Flexibility; Teamwork; Planning and Organising; Computer Literacy; Language; Literacy; Numeracy; Language.

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. B Damons Tel No: (021) 483-6127

POST 43/413 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: PT 26/2026**

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

CENTRE : Department of the Provincial Treasury, Western Cape Government

REQUIREMENTS : Grade 12 (Senior certificate or equivalent qualification). Competencies: Knowledge of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual); Basic financial operating systems (PERSAL, BAS, LOGIS. Skills in the following: Language; Literacy; Job Knowledge; Communication; Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Computer operating skills; Planning and organisation; Good verbal and written communication skills; Basic Numeracy skills; Ability to perform routine tasks; Ability to operate office equipment.

DUTIES : Render Financial Accounting transactions: Receive invoices; Check invoices for correctness, verification and approval (internal control); Process invoices (e.g. capture payments); Filing of all documents; Collection of cash. Perform Salary Administration support services: Receive salary advice; Process advice (e.g. check advice for correctness, capture salaries, bonuses, salary adjustments, capture all deductions; File all documents. Perform Bookkeeping support services: Capture all financial transactions; Clear suspense accounts; Record debtors and creditors; Process electronic banking transactions; Compile journals. Render a budget support service: Collect information from budget holders; Compare expenditure against budget; Identify variances; Capture and allocate virements on budgets; Distribute documents with regard to the budget; File all documents; Receive and capture cash payments.

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

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 : 25 January 2027

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OTHER POSTS

POST 43/414 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: DSD 124/2026**

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

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7 (equivalent or higher); A minimum of 3 years' relevant experience in Financial Accounting at supervisory/management (ASD) level. 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; Performance management in general; 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.

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

ENQUIRIES : Mr J.O Smit Tel No: (021) 483 8679

POST 43/415 : **SOCIAL WORK SUPERVISOR REF NO: DSD 126/2026 (POSTS AVAILABLE AT KHAYELITSHA, ATHLONE, GUGULETHU, MITCHELLS PLAIN, ATLANTIS)**

SALARY : R496 668 - R583 833 per annum, (OSD as prescribed)
CENTRE : Department of the 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 Mariette Swart at (071) 871 7314

POST 43/416 : **ASSISTANT DIRECTOR: POLICY AND DEMAND MANAGEMENT REF NO: DSD 131/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of the Social Development, Western Cape Government
REQUIREMENTS : A relevant tertiary qualification at NQF level 7 (equivalent or higher); A minimum of 3 years supervisory experience in supply chain management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. 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 Knowledge and understanding of procurement and tendering processes; Policy development, and operational management, monitoring and review processes. Knowledge and understanding of 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. Knowledge and understanding of the policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language; Accounting, finance and audit; Economic, financial and statistical analysis.

DUTIES : Facilitate, develop and maintain Supply Chain Management (SCM) and Moveable Asset Management (MAM) policies, systems and processes; Operationalise the rendering of a demand management service; Implementing records and information management of the Division; Supervise human resource staff.

ENQUIRIES : Ms Tasneem Rakiep Tel No: (021) 483 4720

POST 43/417 : **MANAGER EDUCATION: EDUCATION (HORIZON) REF NO: DSD 117/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of the Social Development, Western Cape Government
REQUIREMENTS : An appropriate 4-year qualification in Education (equivalent or higher); Registration with the South African Council for Educators (SACE); A minimum of 5 years' relevant experience in education sector. 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; Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills needed: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit.

DUTIES : Manage the development of the curriculum as well as the adaptation thereof; Oversee and manage the Implementation of educational programmes at facilities in accordance with curriculum requirements and departmental legislation; Execute administrative functions pertaining to the Education function.

ENQUIRIES : Mr Mornay Johnson at (073) 300 6510

POST 43/418 : **STATE ACCOUNTANT: EXPENDITURE MANAGEMENT REF NO: DSD 129/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of the Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year qualification or relevant B-Degree (equivalent or higher); A minimum of 1-year relevant experience in a financial accounting environment. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks and policies; Operational management practices; Procurement and tendering processes; Public service procedures, processes and systems; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies,

prescripts, directives and collective agreements; National Treasury Regulations (NTR); Division of Revenue (DORA); Basic Accounting System (BAS); Logistical Information System LOGIS; Compilation of financial statements in terms of the Modified Cash Standards (MCS); Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Language; Computer literacy; Accounting, Finance and Audit.

DUTIES : Provide effective and efficient expenditure and payment services; Provide bookkeeping and financial accounting services; Provide salary administration and debt management services; Provide banking and cash management services; Supervisory functions

ENQUIRIES : Mr J Joubert Tel No: (021) 483 6022

POST 43/419 : **SOCIAL WORKER: PIC REF NO: DSD 127/2026 (POSTS AVAILABLE IN METRO EAST)**

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 the 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 : Mr Quiton Arendse Tel No: (021) 763 6206

POST 43/420 : **CHILD AND YOUTH CARE SUPERVISOR: PROFESSIONAL SERVICES REF NO: DSD 44/2026 R1 (VARIOUS POSTS IN DE NOVO, CLANWILLIAM, OUTENIEKWA, VREDELUS AND LINDELANI)**

SALARY : Grade 1: R255 534 – R290 877 per annum, (OSD as prescribed)

Grade 2: R301 647 – R339 438 per annum, (OSD as prescribed)

CENTRE : Department of the Social Development, Western Cape Government.

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 10 years appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Skills in the following: Proven computer literacy in MS Office; Communication (written and verbal) skills; Work effectively with Social Workers and members of multi- sectoral teams in social service delivery; Organising and planning; Conflict Management; Interpersonal; Report-writing; Computer literacy; Basic research and analytical skills; Presentation and facilitation; Monitoring and evaluation; Problem solving; Client orientation and customer focus; Ability to interpret policies and legislation.

DUTIES : Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Supervise and perform clerical/administration functions.

ENQUIRIES : Ms D Baugaard Tel No: (021) 826 5972

POST 43/421 : **STAFF NURSE: PROFESSIONAL SERVICES REF NO: DSD 128/2026 (X3 POSTS IN SIVUYILE)**

SALARY : Grade 1: R229 440 - R260 520 per annum, (OSD as prescribed)
Grade 2: R272 778 - R310 890 per annum, (OSD as prescribed)
Grade 3: R319 071 - R397 392 per annum, (OSD as prescribed)

CENTRE : Department of the Social Development, Western Cape Government.

REQUIREMENTS : **Grade 1:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. **Grade 2:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. **Grade 3:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills; Elementary facilitation skills; Responsiveness.

DUTIES : Development and implementation of basic patient care plans: Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources: Order stock and equipment in a cost-effective manner; Report loss or damage immediately; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.

ENQUIRIES : Ms Janine N Rodrigues Tel No: (021) 826 6020.

POST 43/422 : **SOCIAL AUXILIARY WORKER: PIC REF NO: DSD 130/2026 (POSTS AVAILABLE IN METRO EAST)**

SALARY : Grade 1: R200 691 - Grade 3: R353 016 per annum, (as prescribed by OSD)

CENTRE	:	Department of the 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	:	Mr Quiton Arendse Tel No: (021) 763 6206
POST 43/423	:	**GENERAL WORKER / GROUNDSMAN: ADMIN SUPPORT REF NO: DSD 132/2026 (X4 POSTS AVAILABLE IN VREDELUS, OUTENIEKWA, HORISON, CLANWILLIAM)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Department of the Social Development, Western Cape Government
REQUIREMENTS	:	Adult Basic Education and Training (ABET). Competencies: Knowledge of the following: Basic safety precautions in handling hazardous material liquids; Use of cleaning equipment; Maintenance / care of cleaning equipment. Skills in the following: Basic communication skills; Basic literacy skills; Ability to work in garden and handle equipment.
DUTIES	:	Perform general assistant work; Maintain premises and surroundings; Maintain the garden; Maintain gardening equipment and tools.
ENQUIRIES	:	Mr. Mornay Johnson at Mornay.Johnson@westerncape.gov.za.

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	:	25 January 2027
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, including 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 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 43/424 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: FINANCIAL ACCOUNTING, SECTION SUPPLY CHAIN MANAGEMENT (GMT) REF NO: WCMD 113/2026**

SALARY : R413 001- R486 501 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate qualification at NQF Level 6 in Supply Chain Management or relevant field. A minimum of 1–year experience in a Supply Chain Management Environment. Competencies: Knowledge and Requirements Apply legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems to manage knowledge and information; manage projects; apply operational management practices; administer procurement and tendering processes; develop, implement, monitor and review policies and operational processes; apply modern governance and public administration practices; implement public service procedures, processes and systems; apply the constitutional, legal and institutional frameworks governing the South African public sector; manage public finance, human resource and discourse management 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 provincial government operations and the activities of sister departments and related functional areas; apply relevant government policies; implement labour relations legislation and procedures; manage performance management processes; administer trading entity operations, Government Motor Transport (GMT) policies, financial procedures and financial and supply chain management delegations and instructions; apply National Transport Circular 4 of 2000; manage supply chain management operations and fleet administration; use PERSAL, Fleetman, GOfin, Microsoft Office, GroupWise, Oracle GRAP and ECM systems; analyse regional and local political, economic and social developments affecting provincial government; perform general office administration and database management. 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 reports; solve problems; communicate effectively; plan and organise activities; conduct research; work effectively under pressure; work irregular hours when required; meet tight deadlines.
DUTIES : Stock Management, Financial Reporting and Audit Support; Bid and Tender Administration; Manage and maintain the supplier database; Manage the movable asset register and coordinate office equipment and furniture support services; Managerial/ Supervisory functions.
ENQUIRIES : Mr Yandisa Gqamlana Tel No: (021) 467 4792

POST 43/425 : **PRINCIPAL PROVINCIAL INSPECTOR: QUALITY MANAGEMENT AND EVALUATION (BRACKENFELL) REF NO: WCMD 110/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : Grade 12 (Equivalent or higher qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years' experience in the field; A valid code A and EC driving licence; No Criminal record. Competencies: Knowledge of the following: Traffic law enforcement practices and principles and applicable policies and procedures; Facilitating assessments and outcome-based education; Collation of information and compilation of reports; Evaluation of the quality of training and administrative processes; Conduct impact evaluations of training and administrative information; Conduct impact assessment of training programmes; Relevant legislation and procedures regarding administrative processes and project management; Departmental policies; General support

systems. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Planning; Organising; Results and quality management.

DUTIES : To conduct impact, process evaluations of training programmes and all administrative processes; Evaluate the quality of the training and administrative processes; Disseminate relevant training and administrative information; Conduct impact assessments of traffic management programmes provided by external providers; Performing ad-hoc task as required by chief directorate.

ENQUIRIES : Mr D Lakay Tel No: (021) 911 2162

POST 43/426 : **LOSS CONTROL/FRAUD OFFICER: INTERNAL CONTROL REF NO: WCMD 109/2026**

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

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) at NQF 6; A minimum of 1-year relevant experience in a Loss Control Management Internal Control, Investigation or Governance working environment. Competencies: Knowledge and Requirements: Apply the Western Cape Government (WCG) Loss Control System; manage losses and claims in accordance with applicable policies and asset safeguarding requirements; apply the Government Motor Transport Handbook; interpret and analyse BAS reports relevant to loss control; implement the Public Finance Management Act, 1999 (PFMA), National Treasury Regulations, Provincial Treasury Instructions and other applicable legislation, regulatory frameworks, policies and best practices; apply the Departmental Security Policy and Debt Policy; implement the Prescription Act, 1969 (Act 68 of 1969), and manage processes for the recovery of losses; compile and interpret Annual Financial Statements (AFS) and Interim Financial Statements (IFS) reporting; apply the Basic Conditions of Employment Act, 1997; implement the Prevention and Combating of Corrupt Activities Act, 2004; apply the Protected Disclosures Act, 2000, in relation to the disclosure of unethical conduct and corruption. Skills: Conduct investigations; compile reports; perform analytical functions; plan and organise activities; perform literacy functions; use computer systems effectively; interpret and apply policies; perform legal administration.

DUTIES : Investigate, monitor, and settle all losses in respect of damaged GG- vehicles, thefts, shortages and damaged or lost assets; Administer and oversee all claims (claims against the state, claims by the state and claims by relevant persons); Reporting and analysis; Maintain the administration of the Loss Control processes and reporting.

ENQUIRIES : Ms Phelekwa Lufundo-Mayekiso Tel No: (021) 483 2335

POST 43/427 : **SENIOR PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT REF NO: WCMD 114/2026 (X2 POSTS)**

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) at NQF 4; Must be in possession of a Basic Traffic Diploma; A minimum of 3 years of relevant experience as a provincial inspector; A valid code A and EC driving licence; No criminal record. Competencies: Knowledge and Requirements: Apply legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems to manage knowledge and information; understand the operational functioning of the Directorate: Traffic Law Enforcement; apply the National Road Traffic Act, 1996 (Act 93 of 1996), National Road Traffic Amendment Act, 2008 (Act 64 of 2008), Firearms Control Act, 2000 (Act 60 of 2000), Criminal Procedure Act, 1977 (Act 51 of 1977), Firearms Control Regulations, 2004, and National Road Traffic Regulations, 2000; apply dimensional and mass limitations and requirements for abnormal load vehicles in accordance with TRH 11; interpret and apply guidelines issued by the Director of Public Prosecutions; conduct driver and vehicle fitness inspections; implement vehicle impoundment procedures; complete traffic law enforcement documentation; apply operational guidelines for traffic law enforcement equipment; manage the storage and transportation of dangerous goods in accordance with national and international statutory requirements; implement labour relations legislation and procedures; manage performance management processes. Skills: Perform numeracy and literacy functions; use

computer systems effectively; communicate effectively in the required language; manage projects; perform legal administration. Other: Communicate effectively; plan and organise activities; solve problems; manage conflict; manage resources; maintain effective customer relationships; provide leadership; exercise control and monitoring; manage people; maintain records; ensure effective service delivery; make sound decisions; manage results and quality; compile reports; drive vehicles; conduct investigations; motivate personnel; perform analytical functions; manage operations and projects; negotiate effectively; interpret legislation and information; apply legal and evidential principles; exercise observation skills; mentor and coach personnel; 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 : Enforce Road Traffic, Public Passenger, Transport and other relevant legislations; Examine Vehicles and Monitor Compliance with Vehicle Fitness and Roadworthiness; Requirements: Provide visible Traffic Control/Policing and promote/ensure crime prevention activities; Perform all administrative activities and related duties; Assess Road conditions; Mentor and coach Provincial Inspector's (PI's) on probation and appointed PI's; Supervisory functions.

ENQUIRIES : Mr Thembile Qunta Tel No: (023) 983 1512

POST 43/428 : **ADMINISTRATIVE OFFICER: TRAFFIC LAW FEES COLLECTION AND DISBURSEMENT REF NO: WCMD 106/2026**

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 43/429 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (RECORDS MANAGEMENT) REF NO: WCMD 105/2026**

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 6; A minimum of 1 year of relevant administrative support experience. Competencies: Knowledge of the following: Apply legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems to manage knowledge and information; apply the Provincial Archives Act, 2005 (Act 3 of 2005), the

National Archives of South Africa Act, 1996 (Act 43 of 1996), the Promotion of Access to Information Act, 2000 (Act 2 of 2000), and the Protection of Personal Information Act, 2013 (Act 4 of 2013); manage information and records in accordance with applicable requirements; administer departmental administration systems, electronic records management and information management processes; manage projects; apply operational management practices; implement organisational and management policies and procedures relevant to the Directorate and Chief Directorate; perform general office administration and database management; use general support systems; implement administrative procedures and 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; 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.

DUTIES : Render support with Record Management Policy Development; Ensure the rendering of a sound Departmental Record Management service; Monitor Departmental compliance with Record Management practices; Supervisory functions.

ENQUIRIES : Mr Stiaan Moolman Tel No: (021) 483 4564

POST 43/430 : **ADMINISTRATIVE OFFICER: E-NATIS CLIENT SERVICES REF NO: WCMD 104/2026**

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 6; A minimum of 1-year applicable functional experience. 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; operate and manage the eNaTIS system; use government financial systems; implement financial monitoring and reporting 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 public service procedures, processes and systems; apply operational management practices; 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 : Verification and capturing of centralised eNaTIS motor vehicle registration and licensing, driving license testing and vehicle testing transactions; Handle enquiries at the provincial call centre and the provincial walk-in centre; Process applications for Special License numbers; Process applications for Department specific transactions.

ENQUIRIES : Mr Brandon Ellie Tel No: (021) 483 2828.

POST 43/431 : **ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT REF NO: WCMD 103/2026**

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 6; A minimum of 1 year of 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; 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 reports; coordinate and monitor the Chief Directorate's strategic planning and monitoring and evaluation processes; use computer-based information systems; manage departmental administration systems, electronic records and information management processes; implement operational management practices; manage procurement and tendering processes; perform general office administration and database management; operate general support systems; manage information and records; perform administrative procedures and processes; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; Other: 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; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.

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

ENQUIRIES : Ms Lee-Ann Mars Tel No: (021) 483 3457

POST 43/432 : **PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT REF NO: WCMD 112/2026**

SALARY : R280 278 - R330 162 per annum (Level 06)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : Grade 12 (Senior certificate or higher qualification) at NQF 4; A minimum of 1-year practical experience in Law Enforcement; Must be in possession of a Basic Traffic Diploma or equivalent qualification; A valid driving licence (Code B or higher). Competencies: Knowledge and understanding of the following: Manage the operational functioning of the Directorate Traffic Law Enforcement; administer the National Road Traffic Act, 1996 (Act 93 of 1996); administer the National Road Traffic Amendment Act, 2008 (Act 64 of 2008); administer the Firearms Control Act, 2000 (Act 60 of 2000); administer the Criminal Procedure Act, 1977 (Act 51 of 1977); administer the Firearms Control Regulations, 2004; administer the National Road Traffic Regulations, 2000; manage dimensional and mass limitations and the requirements for abnormal load vehicles in accordance with TRH 11; implement guidelines from the Director of Public Prosecutions; conduct driver fitness inspections; conduct vehicle fitness inspections; manage impoundment procedures; complete traffic law enforcement documentation; manage traffic law enforcement equipment in accordance with operational guidelines; manage the storage and transportation of dangerous goods in accordance with national and international statutory requirements; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; conduct economic, financial and statistical analysis; perform legal administration; Other: manage records; manage resources; manage customer relationships; resolve conflicts; drive vehicles; negotiate with stakeholders; interpret information and legislation; evaluate legal evidence; conduct observations; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation; Conduct vehicle, driver and road user compliance inspections and enforce compliance with applicable legislation; Provide visible Traffic Control/Policing and promote/ensure crime prevention activities; Perform all administrative activities and related duties.

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