



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 06 OF 2026

DATE ISSUED 20 FEBRUARY 2026

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

AMENDMENTS

: **DEPARTMENT OF DEFENCE:** kindly note that the following 3 posts were advertised in Public service Vacancy Circular 05 of 2026 dated 13 February 2026, Personnel Official: Supervisor with Ref No: DCMPSAPWC/02/05/26/01, Personnel Official: Production with Ref No: DCMPSAPWC/02/05/26/02 and Administration Clerk: Production with Ref No: DCMPSAPWC/02/05/26/03 are respectively have been withdrawn.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: Kindly note that the following post was advertised in Public Service Vacancy Circular 05 dated 13 February 2026 closing on 13 March 2026, (1) Director: HR Planning and Recruitment, ref no: 2026/47 center Head Office, please take note of the following amendments implemented: For Attention: Ms MM Magane.

DEPARTMENT OF SOCIAL DEVELOPMENT: Kindly note that the department placed adverts in the Public Service Vacancy Circular 05, dated 13 February 2026. It has come to our attention that the email addresses contained semicolons (;) instead of dots (.). Applicants are therefore requested to submit their applications to the correct email addresses below. Chief Director: Communications-e-recruit.CDC@dsd.gov.za; Director: Legal Services- e-recruit.DLS@dsd.gov.za; Director: NPO Funding Coordination- e-recruit.DNPO@dsd.gov.za Closing date: 27 February 2026.

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DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : **Pretoria:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.
- Cape Town, Northern Cape, Eastern Cape, and Limpopo:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email.
- CLOSING DATE** : 09 March 2026, 16:00. No late application will be accepted
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

OTHER POSTS

POST 06/01 : **SCIENTIST SPECIALIST (EDITOR-IN-CHIEF): AFRICAN JOURNAL OF MARINE SCIENCE REF NO: FIM05/2026**

SALARY : R1 509 819 per annum, (OSD)
CENTRE : Cape Town (Foretrust Building)
REQUIREMENTS : PhD degree in Marine (Estuarine/Coastal) Science, relevant to the mission of The African Journal of Marine Science (hereafter referred to as "the journal") recognized by SAQA. A minimum of ten years relevant scientific experience post Bachelor of Science qualification, which must include scientific writing and formal editing. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Scientist. 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. 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. Must be currently active in research, extensive record of published material and be recognized internationally for scientific standing. An excellent command of written English. Proven ability to adjudge the scientific merit of research output in most marine science disciplines. Experience and involvement in editing and publishing accredited scholarly journals. A demonstrated record of human capacity development and ability to mentor scientists.

DUTIES : Maintain and improve the Journal's scientific quality and international penetration. Solicit submissions of high-quality manuscripts. Identify and encourage suitable, high-quality reviewers for submissions deemed appropriate for the Journal. Assess reports and make decisions on the fate of submitted manuscripts. Maintain a high standard in the editing process with respect to scientific content, as well as grammatical and stylistic precision. Work with the Editorial Assistant to manage submissions through Scholar One Manuscript Central, and the Journal's online submission system. Monitor submission and rejection rates to ensure a steady flow of accepted, high-quality manuscripts to avoid publication backlogs. Ensure quality control through close cooperation with the publisher, including final scrutiny of proofs prior to printing. Ensure that a high-quality publisher is contracted to undertake the production, subscription management, and marketing of the Journal. Maintain the status of the Journal as one of South Africa's leading media in terms of its ISI Impact Factor. Assist and motivate junior scientists within the Department to publish their research in the Journal and, where appropriate, in other reputable journals. Provide guidance in scientific writing, including courses and personal supervision. Ensure the publication of one volume (consisting of four issues) per year. Prepare work plans and evaluate the performance of the Editorial Assistant. Manage the editorial budget. Maintain an annually updated list of publications and conferences attended by in-house research staff. Oversee the production of the biennial Status of the South African Marine Fishery Resources report.

ENQUIRIES : Ms Sekiwe Mbande at 071 561 5508
APPLICATIONS : FIM05-2026@dffe.gov.za

POST 06/02 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: FIM03/2026**

SALARY : R896 436 per annum
CENTRE : Cape Town (Foretrust Building)
REQUIREMENTS : National Diploma (NQF 6) in Supply Chain Management or relevant qualification within the related field (Majoring in Accounting) as recognized by SAQA. A minimum of five (5) years' experience in Supply Chain Management or relevant field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). 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. Knowledge of Marine Living Resources Act, GRAP,

PFMA, Treasury Regulations, Public Service Act. Extensive experience in supply chain management, and fixed asset management. Experience (demonstrated on CV) in Accrual Accounting Principles (GRAP) and management reporting on computerised procurement systems. Experience on working on the ORACLE system or any Enterprise Resource Planning (ERP) system. Computer literacy. Leadership skills, Peoples' management skills, Analytical thinking, Innovative and creativity, Communication (verbal, writing and other), Computer literacy and the ability to work under pressure. A valid driving license.

DUTIES : Manage the Acquisition management function. Ensure that an effective bid/quotation process is implemented and maintained. Ensure that the bid committees are functional. Ensure that all acquisitions are evaluated in terms of the pre-approved and published evaluation criteria. Ensure that goods and services are provided to the cost centre managers at the right time, right quality and right quantity. Ensure that all a complete and accurate supplier database is developed and effectively utilised. Ensure that an effective logistics function including ordering, receiving and distribution of goods, and accounts payable. Manage the demand management function. Procurement Plan is prepared for each cost center and consolidated for the whole of the MLRF. Specifications for all transaction are precisely determined. The Procurement Plan is linked to the budget of each cost centre. Manage the Asset Management function. Ensure that all the assets of the MLRF are verified annually. Ensure that the asset register is maintained monthly. Ensure effective functioning of the loss committee. Ensure effective functioning of the disposal committee. Prepare the working papers for the annual financial statements. Compile confiscated fish products report. Ensure that the stores for confiscated fish products is managed in terms of the pre-determined procedures. Provide GRAP compliant asset management reports. Manage the Contract Management function. Ensure that the SCM Directorate has all the MLRF's original contracts, MOU, MOA, SLA, single source approval, sole-service provider approvals etc. Ensure that performance information is provided for all the contracts by the relevant Project Manager. Promptly advise on the course of action where a supplier fails to perform as expected. Ensure that each supplier and project manager is notified in advance when the contract ends. Maintain discipline and quality control of work delivered by employees.

ENQUIRIES APPLICATIONS : Ms Leticia Nel Tel No. (021) 402 3432 / 066 471 1287
: FIM03-2026@dffe.gov.za

POST 06/03 : **ASSISTANT DIRECTOR: NON-SPACIAL INFORMATION SPECIALIST REF NO: FOM06/2026**

SALARY CENTRE REQUIREMENTS : R582 444 per annum
: Pretoria
: National Diploma (NQF 6) in Information and Communication Technology or relevant qualification with the related field as recognized by SAQA. A minimum of three (3) years' experience in System Development or related field. 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. Knowledge in the regulation of natural resources. Knowledge of National Forests Act, 1998 and National Environmental Management Act, 107 of 1998. Knowledge of Environmental Legislation and policies impacting on the forestry sector. Knowledge of government administrative procedures (PFMA and treasury regulations). Leadership and management skills, communication skills (verbal and written), strategic and analytical thinking, problem solving and expert level of Computer literacy. Ability to gather and analyse information. Ability to work individually and in a team. Ability to interpret regulation and develop appropriate policy Ability to work under extreme pressure. Be Creative, Self orientated, and be able to multi-task. Driving License and an ability to drive.

DUTIES : Develop new functionality and conduct system analysis. Prepare technical and functional specifications of new and existing code in compliance with departmental policies and methodologies. Convert software specification requirements into appropriate programming language. Create, test and integrate new systems to facilitate data exchange and interoperability. Investigate new technologies for system improvement. Manage new feature development from requirements, capture, analyse, develop, test and maintain

existing systems. Manage software configuration. Monitor faults and fault reports. Provide technical support and information training to users. Maintenance of existing system to prevent future system problems. Correct fault software coding or execution not satisfying functional requirements. Develop and design database strategies, system monitoring and improve database performance and capacity and planning for future expansion requirements. Establish the needs of forestry users and monitor user access and security. Refine logical design and translate into specific data model. Establish forestry database documentation, including data standards, procedure and definitions for the data dictionary. Automate data workflows, develop, manage and test back-up database recovery plan Provide system solutions to the forestry users. Analyse the system. Compare advantages and disadvantages of customer development and purchases requirements. Determine the best system solutions

**ENQUIRIES
APPLICATIONS**

: Mr Andile Mkwalo at 067 422 3702
: FOM06-2026@dffe.gov.za

POST 06/04

: **ASSISTANT DIRECTOR: FOREST RESEARCH TECHNOLOGY
DEVELOPMENT REF NO: FOM25/2026 (X2 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R582 444 per annum
: Pretoria
: National Diploma (NQF 6) or in Forestry or relevant qualification in a related field within the related field as recognized by SAQA. A minimum of three (3) years' experience in Forestry or related field 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. Knowledge of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Fire Act, 1996 (Act 101 of 1996) and National Environmental Management Act, 107 of 1998. Knowledge in Natural / Forest Science, Silviculture, Forest, Environmental/ Conservation Ecology, Forest Pests & Disease, Genetics, Forest Yield Studies, Forest Harvesting / Engineering, Forest Economics, Community Forestry, Wood Science. knowledge of aspects of Environmental / Conservation science, General Ecology, Phytosociology, Conservation Management, Catchment hydrology, Resource valuation. Skills in Computer software, Research methods, Strategic planning, Project management, Organising, Presentation. Efficient and productive, Innovative and creative, Effective communicator, Strong leadership and ability to motivate staff. A valid Driving License and must be willing to drive.

DUTIES

: Coordinate the review and implementation of the Department's national forestry research strategy. Coordinate the securing of funding for research and technology projects and programme. Coordinate analysis and report on the trends in forest research funding and investments. Facilitate and coordinate the National Forest Research and Development Fora. Coordinate the Department's representation and membership of research institutes and related bodies (SAIF, TPCP, ICFR, WRC, ARC etc.). Coordinate National Forest Research Programmes/ projects, formulate and implement research and technology support models in the department. Identify challenges on research and development programmes and projects. Assess the impact of new technology in terms of research findings. Promote investments and co-funding between government and the private sector in key strategic areas as identified. Participate in the development and maintenance of research infrastructure. Provide support for the department's participation in international forest research processes. Serve as the South African focal point for liaison with international fora (SAFORGEN, FAO etc). Represent the Branch in relation to forest science development with respect to aspects emerging from SADC and bilateral forestry agreements. Coordinate the Department's membership of the International Union of Forest Research Organizations (IUFRO).

**ENQUIRIES
APPLICATIONS**

: Mr Andile Mkwalo at 067 422 3702
: FOM25-2026@dffe.gov.za

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa of 1996, the Employment Equity (EE) imperatives as defined by the EE Act of 1998 (Act 55 of 1998) and relevant Human Resource policies of the department will be taken into consideration. People with disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its EE targets in terms of the department's EE Plan. People with disabilities will be given preference regardless of race or gender.

APPLICATIONS : The Director-General (DG) of GCIS, Private Bag X745, Pretoria 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard and Festival streets, Hatfield, Pretoria or email to recruitment@gcis.gov.za

FOR ATTENTION : Ms P. Kgopyane

CLOSING DATE : 20 March 2026

OTHER POSTS

POST 06/05 : **ENTERPRISE RISK MANAGEMENT COMMITTEE CHAIRPERSON (X1 POST)**

SALARY : Terms of Office and Remuneration: The term of office of appointed candidates will be 3 years and may be renewed for another 3 years subject to satisfactory performance. Approximate number of meetings is five per annum (four ordinary and one special meetings). The successful candidate appointed will be remunerated according to the rates prescribed by National Treasury.

CENTRE : Pretoria

REQUIREMENTS : A relevant degree in Risk Management or Internal Audit or related degree with a minimum of 10 years' management experience. Must be an independent external person, with extensive knowledge and experience in the relevant regulations and prescripts, including the Public Finance Management Act, Treasury Regulations, and ISO3100, King IV Report on Corporate Governance, the COSO and Public Sector Risk Management Framework. Must have previously served as Chairperson or a member of the Risk Management Committee or Audit Committee or any oversight Committee. Experience in Enterprise Risk Management, Auditing, Financial Management, Information Technology, Legal, Corporate Governance, Performance Management, Project Management, Compliance, Ethic and Integrity and Business Continuity Management in the Public or Private Sector. Experience in a communications environment would be advantageous.

DUTIES : The successful candidate will be required to ensure that Enterprise Risk Management Committee (ERMC) functions properly and operates in accordance with an approved ERMC Charter. Advise the Accounting Officer and Management on risk management, governance matters at an organizational level. Represent the Department in respect of all Enterprise Risk Management –related matters as delegated by the accounting officer. Provide oversight into the implementation of the Enterprise Risk Management Framework, Policies and Strategy within the Department. Ensure that the department's risk identification and assessment methodologies are reviewed to provide reasonable assurance of completeness and accuracy of the risk register. Advise on integration of enterprise risk management into planning, monitoring and reporting processes. Ensure effective and efficient implementation of BCM Policy and Plan. Ensure that there is proper co-ordination of the functions for all information involved in risk management mitigating strategies (e.g. Audit Committee). Advise on Ethics and Integrity, fraud processes including Information Technology and other key business processes within the department. Provide advice/guidance on setting risk appetite and tolerance levels. Provide progress reports to the Accounting Officer on a biannual basis and to the Audit Committee on a quarterly basis. Take all reasonable steps to ensure the Committee fulfills its obligation and responsibilities. Act as liaison between the Accounting Officer and Audit Committee. Maintain ethical and reasonable decision-making framework at Committee level. Provide overall leadership to the committee without limiting the principles of collective responsibilities of committee decision.

ENQUIRIES : Ms Sizakele Sibiya Tel No: (012) 473 0123

NOTE : In terms of section 38 of the Public Finance Management Act of 1999 (PFMA), the Department of Government Communication and Information System requires the services of a qualified and interested person to serve as the Chairperson of the Department's Enterprise Risk Management Committee. The incumbent will advise the Accounting Officer on Enterprise Risk Management to fulfill his/her mandate as required by the Public Finance Management Act.

POST 06/06 : **ENTERPRISE RISK MANAGEMENT COMMITTEE ORDINARY MEMBER**
(specializing in Risk Management & Compliance)

SALARY : Terms of Office and Remuneration: The term of office of appointed candidates will be 3 years and may be renewed for another 3 years subject to satisfactory performance. Approximate number of meetings is five per annum (four ordinary and one special meetings). The successful candidate appointed will be remunerated according to the rates prescribed by National Treasury.

CENTRE REQUIREMENTS : Pretoria
: A minimum of a Degree in Risk Management or Internal Audit or related degree with a minimum of 10 years' management experience. Must be an independent external person, with extensive knowledge and experience in the relevant regulations and prescripts, including the Public Finance Management Act, Treasury Regulations, and ISO3100, King IV Report on Corporate Governance, the COSO and Public Sector Risk Management Framework. Must have previously served in Risk Management/Audit Committee and with experience in Enterprise Risk Management, Auditing, Financial Management, Legal, Corporate Governance, Performance Management, Project Management, Compliance, Ethic and Integrity and Business Continuity Management in the Public or Private Sector. Experience in a communications environment would be advantageous.

DUTIES : The successful candidate will operate in accordance with the approved ERMC Charter and required to advise the Accounting Officer and management on risk management and governance matters at an organizational level. Review and monitor implementation of the Enterprise Risk Management Framework, Policies and Strategy within the Department. Providing guidance and advice on the department's risk identification and assessment methodologies for reasonable assurance of completeness and accuracy of the risk register. Advise on integration of enterprise risk management into planning, monitoring and reporting processes. Provide oversight in the implementation of BCM Policy and Plan. Advice on Ethics and Integrity, fraud processes and other key governance business processes. Provide advice/guidance on setting risk appetite and review risk appetite and tolerance levels.

ENQUIRIES : Ms Sizakele Sibiyi Tel No: (012) 473 0123

NOTE : In terms of section 38 of the Public Finance Management Act of 1999 (PFMA), the Department of Government Communication and Information System requires the services of a qualified and interested person to serve as the ordinary member of the Department's Enterprise Risk Management Committee. The incumbent will advise the Management on Enterprise Risk Management in fulfilling his/her mandate as required by the Public Finance Management Act.

POST 06/07 : **ENTERPRISE RISK MANAGEMENT COMMITTEE ORDINARY MEMBER**
(Specializing in Information Communication Technology (ICT))

SALARY : Terms of Office and Remuneration: The term of office of appointed candidates will be 3 years and may be renewed for another 3 years subject to satisfactory performance. Approximate number of meetings is five per annum (four ordinary and one special meetings). The successful candidate appointed will be remunerated according to the rates prescribed by National Treasury.

CENTRE REQUIREMENTS : Pretoria
: A minimum of a Degree in Information Communication Technology (ICT) or related degree specializing in ICT or Digital with a minimum of 10 years' management experience. Must be an independent external person, with extensive knowledge and experience in the relevant regulations and prescripts, including the Public Finance Management Act, Treasury Regulations, and ISO3100, King IV Report on Corporate Governance, the COSO and Public Sector Risk Management Framework. Must have previously served in Risk Management/Audit Committee and with experience in ICT governance, ICT

risk & Audit related. Experience in a communications environment would be advantageous.

DUTIES

: The successful candidate will operate in accordance with the approved ERM Charter and required to advise the Accounting Officer and management on risk management including ICT governance matters at an organizational level. Review and monitor implementation of the Enterprise Risk Management Framework, Policies and Strategy within the Department. Providing guidance and advice on the department's risk identification and assessment methodologies for reasonable assurance of completeness and accuracy of the risk register. Advise on integration of enterprise risk management into planning, monitoring and reporting processes. Provide oversight in the implementation on ICT compliance business processes and governance including other key governance business processes.

ENQUIRIES
NOTE

: Ms Sizakele Sibiyi Tel No: (012) 473 0123
: In terms of section 38 of the Public Finance Management Act of 1999 (PFMA), the Department of Government Communication and Information System requires the services of a qualified and interested person to serve as the ordinary member of the Department's Enterprise Risk Management Committee. The incumbent will advise the Management on Enterprise Risk Management in fulfilling his/her mandate as required by the Public Finance Management Act.

DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 09 March 2026
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 06/08** : **CHIEF-DIRECTOR: FINANCIAL ADMINISTRATION AND ACCOUNTING**
REF NO: NDOH 12/2026
Chief Directorate: Finance
- SALARY** : R1 494 900 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 certificate and an NQF level 7 degree in Accounting / Auditing / Financial Management. At least five (5) years' experience at a senior management level (Director), within a financial management environment. Knowledge of PFMA and the broader government framework on financial management, experience of the budget policy framework and their due process, transactional and developmental finance. Knowledge of Treasury Regulations, Public Service Act, and Public Service Regulations as well as Procurement Policy Framework, Asset Management Prescript, Financial

<u>DUTIES</u>	: Accounting and Budgeting. Good strategic capability and leadership, financial, change, knowledge, programme and project management, service delivery innovation, problem solving and analysis, people management and empowerment, honesty and integrity, interpersonal and computer skills. Willingness to work irregular hours and travel frequently. Valid driver's license. The SMS pre-entry certificate is required for appointment finalization.
<u>ENQUIRIES</u>	: Manage financial and budget management services. Monitor the transversal system functions, ensure proper management of assets including the asset verification process, advise and guide management on department annual budget and financial issues to make informed decisions. Regulatory framework and reporting. Ensure that all reports, returns, notices and other information which are submitted to the Executing Authority, the National Treasury and the Auditor-General as required by the PFMA are timely and accurate. Ensure compliance with the provisions of the PFMA Act, 1999 and the Treasury Regulations. Oversee the development of policies and procedures. Develop and review of risk models and the mitigation of risk by suitable policies/procedures, proper segregation of duties and development of appropriate internal control procedures. Engage all stakeholders on the implementation of internal control and risk management within the department. Provide strategic leadership to the chief directorate. Advise on strategic financial and corporate governance matters pertaining to allocated budgets. Implementation of strategic management skills and project management principles. Liaise with the relevant departmental, public entities and supplier stakeholders on transverse finance issues. Develop operational plans, manage and oversee human resources as well as the material resources allocated.
<u>POST 06/09</u>	: <u>DIRECTOR: INTERNAL AUDIT REF NO: NDOH 17/2026</u> Directorate: Internal Audit
<u>SALARY</u>	: R1 266 714 per annum, (an all-inclusive remuneration package), (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines
<u>CENTRE REQUIREMENTS</u>	: Pretoria : A Grade 12 and NQF 7 qualification in Accounting /Auditing as recognized by SAQA. At least five (5) years' experience in internal auditing at a middle/senior managerial level. Experience should include risk and integrity management, internal auditing/forensic or audit report writing. Knowledge of performance audits and operational audits, Internal audits standards. Knowledge of political, economic, social and environmental issues. Knowledge of financial management, budget process and provisioning. Knowledge on the Standards for the Professional Practice of Internal Auditing. Knowledge of risk management and other governance processes. Working knowledge of PFMA and Treasury Regulations, Public service policies, procedures and regulations. Knowledge of Standard for the Professional Practice in Internal Audit as issued by the Institute on Internal Auditors. Knowledge of risk based audit methodology. Good communication (verbal and written), strategic capability leadership, program and project management, problem solving and analysis, financial management, people management and empowerment, analytical thinking, decision making, planning and organizing, change management, knowledge management, service delivery innovation, client orientation and customer focus skills. Ability to work under pressure. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	: Manage the internal audit function in accordance with the internal audit standards. Oversee and provide quality control for the Internal Audits Unit, to ensure that mandate and business goals are met and that professional standards are maintained at all times. Provide strategic support to the forensic audit strategy of the departments. Provide input into the development, planning, implementing and driving of the forensic audit strategy in response to the provincial strategy. Manage and oversee information technology audits. Development of the annual and three-year rolling internal audit plan. Identifying ICT-related risks through departmental engagements and risk registers. Manage and conduct performance audits. Perform performance audits to determine the department's ability to achieve its objectives and programme outputs in an efficient, effective and economic manner (Source in as well).

Oversee the management of risk and integrity. Develop emergency management plans, measures, and arrangements to ensure the continuous delivery of critical services/processes which permit the Department to recover its facility, data and assets. Manage financial and human resources. Monitor and evaluate the implementation of the activities based on the strategic objectives.

ENQUIRIES : Mr PP Mamogale Tel No: (012) 395 9378

OTHER POSTS

POST 06/10 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: NDOH 6/2026**
Chief Directorate: Health System Digital Information

SALARY : R896 436 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines

CENTRE REQUIREMENTS : Pretoria
A Grade 12 certificate and NQF 7 qualification in Human Resource Management. Valid PERSAL Controller certificate. At least three (3) years' experience at management level (Assistant Director/equivalent level) in Human Resources Management (HRM). Experience in condition of services and PERSAL system. Knowledge and understanding of government policies, public service regulations, PFMA, treasury regulations as well as the legislative framework governing the public service. Knowledge of Public Service Act (PSA), Public Service Regulation (PSR), Employment Equity Act (EEA), Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA) and in-depth knowledge of PERSAL and BAS. Good communication (verbal and written, analytical, planning and organization, problem solving, decision-making, and negotiation, strategic planning and leadership, presentation and facilitation, monitoring and evaluation, and computer skills (MS Office package). Ability to plan, work independently and as part of a team. A valid driver's license.

DUTIES : Oversee and manage the administration of leave. Provide a prompt and high standard delivery in respect of leave gratuities, incapacity leave (PILIR), and all types of leave. Ensure and manage the auditing and capturing of leave. Oversee and manage the administration of allowances. Put control measures in terms of management of overtime, acting allowance, stand-by allowances. Record and process documents regarding injury on duty. Oversee and manage appointments and termination of service. Ensure that all appointments, transfer, probation period, promotions, retention of service are captured and approved on PERSAL. Manage and implement appointments of employees, OSD, Acting, transfer and PMDS. Monitor Human Resources information system. Overseeing HR databases (e.g. PERSAL), ensuring data quality, managing personal records, and coordinating system upgrades and maintenance. Manage and monitor PERSAL activities in the department, including personnel and salary controllers, activities on PERSAL system. Register and maintain user profiles for all users and allocate functions in line with individual scope of work as per the job description. Monitor the suspense and transaction files as well as follows up all questionable transactions. Manage risk, audit and resources. Ensure proper utilization of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilization of equipment and reporting thereof.

ENQUIRIES : Ms E Shibambo Tel No: (012) 395-8154

POST 06/11 : **DEPUTY DIRECTOR: EMPLOYMENT RELATIONS REF NO: NDOH 18/2026**
Directorate: Employment Relations and Workplace Support

SALARY : R896 436 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package), salary package will be structured according to Middle Management Service guidelines

CENTRE REQUIREMENTS : Pretoria
A Grade 12 Certificate and NQF 7 qualification in Labour Relations or Law as recognized by SAQA. At least three (3) years' experience at the Assistant Director level in labour relations and disciplinary hearings, conciliations and arbitration. Knowledge and understanding of labour legislation (Labour Relation Act, Basic Condition of Employment Act, Employment Equity Act,

Skills Development Act). Knowledge and understanding of the Public Service Act, Regulations and collective agreement. Knowledge and understanding of policy formulation, interpretation, dispute resolution and conflict management as well as departmental policy and guidelines. Good communication (verbal and written), problem solving and decision making, planning, organising, presentation, people management, facilitation and analytical thinking, research, interviewing, negotiation and computer skills (MS Office package). A valid driver's license.

DUTIES : Manage and coordinate grievances within the department. Receive and record complaints and grievances submitted to the directorate. Manage disciplinary process in the workplace. Manage and conduct investigations on all alleged misconduct cases, perform disciplinary functions pertaining to misconduct and poor work performance. Manage and monitor the implementation of labour relations strategies, policies and procedures in line with Public Service Framework. Develop departmental strategies and systems relating to grievance and disciplinary mechanism, including policies, procedures and processes. Renders labour relations support services. Provide training and advocacy on labour-related matters in the department. Manage externally referred disputes. Manage resources, risk and audit queries. Organise and manage records of all grievance, misconduct and disputes. Represent the department in the Public Health Social Development Sectoral (PHSDSBC) National Bargaining Chamber, Bargaining Council and other Labour Relations forums. Facilitate consultative structure within the department and stakeholders. Facilitate mandating seek process on all matters that are related to disputes and collective bargaining. Facilitated the submission of labour relations reports to oversight institution e.g. Public Service Commission. Establish and maintain good relationships with organized labour.

ENQUIRIES : Mr S Mahlatjie Tel No: (012) 395 8414

POST 06/12 : **ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: NDOH 19/2026**
Office of the Minister

SALARY : R896 436 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package), salary package will be structured according to Middle Management Service guidelines.

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate and NQF 7 qualification in Public Administration/Public Management/ Business Administration/ Business Management or Office Management. At least three (3) years' functional experience in the secretariat and administrative/support service environment at middle management level (Assistant Director). Broad knowledge and understanding of the functional areas covered by the executive authorities. Working knowledge of the political and parliamentary processes in South Africa. Knowledge of government policies and planning systems, Government Program of Action, public service regulatory framework, presidency policies and procedures on information management. Good communication (verbal and written), strategic capabilities and leadership, report writing, research, operational management, negotiation, interpersonal relations, facilitation, conflict management, planning and execution, people management and empowerment, financial management, project management and computer skills (MS Office packages).

DUTIES : Manage the administrative and coordination activities within the office of the executive authority. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. Co-ordinate the activities of the executive authority's office. Render a cabinet/executive council support service to the executive authority. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervise employees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Ms S Vilane Tel No: (012) 395 9374

POST 06/13 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: NDOH 9/2026**
Directorate: Human Resource Administration

SALARY : R468 459 per annum, plus competitive benefits
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate and NQF 6 qualification in Human Resource Management. PERSAL Controller certificate will be an advantage. At least three (3) years' experience at supervisory level in HRM. Experience in condition of services and PERSAL system. Knowledge and understanding of government policies, public service regulations, PFMA, treasury regulations as well as the legislative framework governing the public service. Knowledge of System Change Control system (SCC). Good communication (verbal and written), problem solving, decision making, negotiation, interpersonal, analytical, people management, monitoring and evaluation, conflict resolution and computer skills (MS Office package). A valid driver's license.

DUTIES : Process and administer appointment and termination of service. Administer HR administration and appointment functions, enhance the correct implementation of personnel administration. Process and administer allowances (e.g. housing, overtime, ling service). Process pay progression, grade progression, recognition of qualification, and confirmation of probation. Monitor PERSAL system including personnel and salary controllers. Ensure that all PERSAL users are properly trained. Evaluate and recommend to the PERSAL controller, changes to system in line with the System Change Control (SCC). Ensure continuous training for all PERSAL users. Process and administer leave. Manage the capturing of leave on PERSAL, manage leave audits, and analyse leave trends. Monitor HR information. Provide information in respect of utilization of the PERSAL system, provide managerial HR oversight report, authorize transaction on PERSAL and prepare and consolidate all HR reports. Manage risk, audit and resources. Ensure that risks are identified and mitigated, evaluate and monitor performance and appraisal of employees as well as allocate and ensure quality of work. Address HR administration enquiries and guide and advise the department on HR administration matters.
ENQUIRIES : Ms E Shibambo Tel No: (012) 3958154

POST 06/14 : **ASSISTANT DIRECTOR: ADMINISTRATION - CCOD REF NO: NDOH 13/2026**
Directorate: CCOD

SALARY : R468 459 per annum, plus competitive benefits
CENTRE : Johannesburg
REQUIREMENTS : A Grade 12 certificate and NQF 6 qualification in Office Administration / Office Management / Business Management/Administration and or Public Administration Management. Financial Management and experience in Fund administration will be an advantage. At least three (3) years' experience as a supervisor on (salary level 7) or equivalent level as supervisor. Experience of claims process and administration of benefits, support of governance committees, Stakeholder management and outreach services to claimants. Understanding the application of Government, Departmental and CCOD policies, understanding of compensation claims process, Public Service Regulations as well as knowledge of governmental budgeting and financial principles and practices. Knowledge and application of the Public Finance Management Act and Treasury Regulations, public service regulatory framework, and the South African Constitution. Good communication (verbal and written), planning and organizing, interpersonal, coordination and facilitation, telephone etiquette, ability to work under pressure, independently and with a team as well as stakeholder relations skills. A valid driver's license.

DUTIES : Administer and manage compensation claims ensure an effective service. Assessing registered claims based on legal requirements and medical evidence to determine their validity and the level of compensation. Control of documentations within the unit, Administration of CCOD programs for active and ex-mine workers in accordance with Occupational Diseases in Mines and Works Act. Ensure that stakeholders are properly managed and that all their queries are answered to. Liaise with stakeholders. Make sure that committees are appointed according to legislation, are remunerated as per treasury regulations and proper processes are followed. Management of risk, audit and

- personnel. Put systems in place to minimise risks. Advise and lead supervisors regarding all aspects of the work.
- ENQUIRIES** : Ms T Mama Tel No: (011) 356 5650
- POST 06/15** : **ASSISTANT DIRECTOR: ADMINISTRATION – HEALTH FINANCING AND NHI REF NO: NDOH 8/2026**
Directorate: Health Financing and NHI
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum, plus competitive benefits
: Pretoria
: A Grade 12 certificate and NQF 6 qualification in Office Administration / Office Management / Public Management/Administration or Business Management/Administration. At least three (3) years' experience as a supervisor on (salary level 7/8) in Office Administration and Financial Management environment. Understanding the application of Government and Departmental policies, understanding financial policies as guided by Treasury Regulations. Knowledge of applicable protocols, Public Services Regulations as well as Public Service Act. Good communication (verbal and written), planning and organizing, interpersonal, analytical, problem solving and decision making, presentation and facilitation, liaison and coordination, project management, budgeting and financial management and computer (Microsoft package) skills. Ability to work under pressure, independently and with a team. A valid driver's license.
- DUTIES** : Provide administrative support to the chief directorate. Plan, organise and control administrative activities. Consolidate quarterly reports for submission to branch coordinators. Manage the flow of documents. Ensure all documents are logged on according to the electronic document management system, ensure that deadlines on submission are adhered to Parliamentary matters. Administer the finances of the chief directorate. Co-ordinate procurement activities, assist with MTEF submissions and involve in the planning of the budget. Provide secretariat support to the cluster. Ensure proper co-ordination of meetings, timeous submission of minutes and agenda. Management of human and physical resources. Coordinate the procurement activities, consolidate HR reports and ensure proper control of leave, asset register and procurement of assets/equipment.
- ENQUIRIES** : Ms M Munsamy Tel No: (012) 395 8139
- POST 06/16** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: NDOH 20/2026**
Chief Directorate: Communication and Stakeholder Management
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum, (plus competitive benefits)
: Pretoria
: Grade 12 certificate and NQF 6 Office Administration/ Office Management/Public Management/Public Administration/ Business Management/ Business Administration or related Administration qualification as recognized by SAQA. At least three (3) years' experience in office administration and financial management at a supervisory level (Salary 8). Experience in communication environment will be an advantage. Knowledge and understanding of the legislative framework governing the Public Service. Sound understanding of financial policies as guided by Treasury Regulations. Good communication (verbal and written), strategic capability and leadership, project management and computer skills (MS Office package). Ability to work independently and under pressure. Ability to co-ordinate with other units of the Department. A valid driver's license.
- DUTIES** : Provide administrative support to the Chief Directorate. Plan, organise and control administrative activities pertaining to the Chief Directorate. Manage the flow of documents within the Chief Directorate. Ensure efficient flow of information between the Chief Directorate and the entire department. Administer the finances of the Chief Directorate. Co-ordinate procurement activities and assist with MTEF submissions. Provide secretariat support to the Chief Directorate. Ensure proper co-ordination of meetings and ensure timeous submission of minutes and agenda. Management of human and physical resources. Ensure proper control of leave records, asset register, procurement of assets/equipment etc.
- ENQUIRIES** : Mr F Mohale Tel No: (012) 395 8180

- POST 06/17** : **ADMINISTRATIVE OFFICER REF NO: NDOH 10/2026 (X2 POSTS)**
 Directorate: HIV AIDS Care & Support
 Directorate: Child and School Health
- SALARY** : R325 101 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate and Bachelor's degree (NQF 6) qualification in Office Administration / Management or Business Management/Administration / and or Public Administration/Management. At least two (2) years' experience in the field of Administration. Knowledge of departmental procedures regarding finances and budgeting. In-depth knowledge of relevant prescripts, and application of human resources as well as understanding of the legislative framework governing the public service. Knowledge of the PFMA, treasury regulations and LOGIS systems. Good communication (verbal and written), problem solving and analytical, planning, organizing and computer skills (MS Office package). Ability to work under pressure and in a team. A valid driver's license.
- DUTIES** : Control of documentation within the unit. Manages the mail register, receiving of documents, registering the documents and disseminate documents to the relevant people. Administer HRM functions. Prepare submissions on vacant posts and appointment of staff and arrange interview sessions. Assist in administer the unit's budget and conditional grant reports. Compile expenditure reports. Allocate budget to activities in the operational plan. Maintain a filing system to the unit. File and tracing of files/documents when required, update filing system regularly. Arrange meetings, workshops, functions and accommodation and travel for officials. Administer safekeeping of goods delivered and received. Filing order forms and invoices.
- ENQUIRIES** : Dr M. Manganye Tel No: (012) 395 - 9276
- POST 06/18** : **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: NDOH 7/2026**
 Directorate: Human Resource Administration
- SALARY** : R325 101 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate and PERSAL Introduction course certificate. At least three (3) years' experience required in HR environment. Knowledge of duties, practices as well as the ability to capture data, and operate computer in a HR environment. Knowledge and understanding of the legislative framework governing the Public Service, storage and retrieval procedures in terms of the working environment and understanding of the work in registry. Good communication (verbal and written), planning and organization, and computer skills (MS Office package). Ability to work under pressure and in a team. A valid driver's license.
- DUTIES** : Supervise and undertake the more complex implementation and maintenance of HR provisioning (job scheduling, appointments, Transfers, Absorptions, promotions and retention of service). Processing of pay progressions, performance bonuses, grade progressions, recognition of qualification and confirmation of probation. Implement conditions of services (housing/rental allowances, state guarantees, injury on duty, overtime, long service awards, RWOPS, pension, resettlement, allowances and structuring of MMS/SMS package). Leave management and termination of service. Handle Human Resource administration enquiries. Supervise human resource/staff, allocate and ensure quality of work, personnel development well as assess staff performance. Consolidate and verify reports on HR administration issues and statistics.
- ENQUIRIES** : Mr D Morodi Tel No: (012) 395 8581
- POST 06/19** : **SUPPLY CHAIN CLERK (PRODUCTION) REF NO: NDOH 21/2026**
 Directorate: Asset, Fleet, Travel and Accommodation Management
- SALARY** : R228 321 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate (NQF4). National Diploma (NQF 6) qualification in Logistics/ Assets/Finance/Accounting/Supply Chain Management will be an advantage. Experience in supply chain management environment will be an added advantage. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic

- knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Good communication (verbal and written), time management, leadership, teamwork interpersonal relations, and computer skills (MS Office package).
- DUTIES** : Render travel and accommodation management clerical services. Capture all travel and booking request on transport system. Render asset management clerical support. Compile and maintain records (e.g. assets records/databases). Handle risk and audit query. Capture journals for misallocation, compiling and avail monthly reconciliation records to be submitted to finance section.
- ENQUIRIES** : Mr M Mahlangu Tel No: (012) 395 9372
- POST 06/20** : **ADMINISTRATION CLERK (PRODUCTION) REF NO: NDOH 11/2026 (X2 POSTS)**
 Directorate: Affordable Medicines
 Directorate: Traditional Medicines
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum, (plus competitive benefits)
 : Pretoria
 : Grade 12 certificate (NQF4). Experience in office administration will be an advantage. Knowledge of clerical duties as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Good communication (verbal and written), interpersonal relations, flexibility, teamwork, planning, organizing and computer skills (MS Office package).
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Provide supply chain clerical support services within the Chief Directorate. Liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration clerical support services within the Chief Directorate. Maintain a leave register for the Chief Directorate. Provide financial administration support services in the Chief Directorate. Capture and update expenditure in the Chief Directorate.
- ENQUIRIES** : Ms K Rampou/Mr F Mbedzi Tel No: (012) 395 8139/8289
- POST 06/21** : **ADMINISTRATION CLERK (PRODUCTION) REF NO: NDOH 16/2026**
 Directorate: Financial and Management Accounting
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum, (plus competitive benefits)
 : Pretoria
 : Grade 12 certificate (NQF4). Certificate in Office Administration will serve as an advantage. Experience in office administration in finance environment (payroll) will be an added advantage. Basic knowledge of administration duties, practices as well as the ability to capture data and operate computer. Basic knowledge of storage and retrieval procedures in terms of the working environment and understanding of the work in administration/registry. Knowledge of record keeping and filing. Good communication (verbal and written), planning, organizing, interpersonal relations and computer skills (MS Office package).
- DUTIES** : Render an effective filing and record management services. File salary related documentations and binding of item analysis statement. Draw and safeguarding of salary files. Draw all salary files requested by officials within the Division: Salaries and keep follow-up of return. Open a new file for new appointments. Handle incoming and outgoing correspondence. Sort the files and payslip according to RFI'S request and forward requested information to supervisor. Maintain filing system and handle risk and audit queries. File required documents in accordance with relevant prescripts. Update filing system and ensure safekeeping of information.
- ENQUIRIES** : Ms G Mawela Tel No: (012) 395 8695
- POST 06/22** : **SWITCHBOARD OPERATOR REF NO: NDOH 22/2026**
 Directorate: Support Services
- SALARY CENTRE** : R193 359 per annum, (plus competitive benefits)
 : Pretoria

- REQUIREMENTS** : Grade 12 certificate (NQF4). Knowledge of telephone etiquette and Batho Pele principles. Good communication (verbal and written), creativity, listening, interpersonal and computer skills (MS Office package).
- DUTIES** : Operations of the PABX system. Manage the switchboard and attend all incoming and outgoing calls. Ensure safeguarding of government property. Manage switchboard equipment and maintain telephone list. Commitment of values1 processes/procedures internal and external to the department. Solve caller's problems that are related to the DOH services and disseminate information. Ensure proper people management. Screen all incoming and outgoing calls.
- ENQUIRIES** : Ms S Vilane Tel No: (012) 395 9374
- POST 06/23** : **SUPERVISOR: CLEANING SERVICES REF NO: NDOH 15/2026**
Directorate: Support Services
- SALARY** : R193 359 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : ABET level 4 (Grade 9). At least two (2) years' experience in cleaning services. Knowledge of cleaning and preparation of tea/coffee, personal hygiene and basic English proficiency. Basic communication (written and verbal) and interpersonal relationship skills.
- DUTIES** : Oversee cleaning services of offices, corridors, general kitchen, restrooms, elevators and boardrooms. Manage and ensure the maintenance of cleaning materials and equipment. Make a requisition and issue cleaning materials. Supervise cleaners. Provide administrative and related functions, guidance and advice to cleaners as well develop and update the cleaning roster.
- ENQUIRIES** : Ms S Vilane Tel No: (012) 395 9374
- POST 06/24** : **MESSENGER REF NO: NDOH 14/2026 (X2 POSTS)**
Directorate: Support Services
- SALARY** : R138 486 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A grade 10 certificate or equivalent (NQF level 2). Good communication (written and verbal), people skills, organizational, client orientation and customer focus as well as computer (MS package) skills. Ability to work well under pressure, independently and in a team.
- DUTIES** : Perform messenger functions. Sort and arrange correspondences in the registry, record and control correspondences register, sort mail, files, documents and parcels. Ensure that items collected are sealed and addressed, deliver mail, files, documents and parcels to addressees. Ensure that recipients sign on the delivery book/register. Perform general office assistant tasks. Make copies, fax and shred documents.
- ENQUIRIES** : Ms S Vilane Tel No: (012) 395 9374

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Lephalale TVET College)
(Taletso TVET College)**

ERRATUM : Kindly note that the following posts advertised in the Public Service Vacancy Circular 05 dated 13 February 2026. Assistant Director: Certification Services with Ref No: DHET40/02/2026 and Secretary to the Director: Policy, Research and Evaluation with Ref No: DHET92/02/2026 has been withdrawn. Security Officer with Ref No:110/02/2026 was advertised with incorrect total number of vacant posts which correct number is two (2) Security Officer. Additional link to apply <https://z83.ngnscan.co.za/login>

OTHER POSTS

POST 06/25 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: LEPTVET 01/2026**

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09), excluding benefits
: Central Office
: Matric or NCV Level 4 Certificate plus a recognized Diploma in Human Resource Management/Public Management or related qualification at NQF Level 6. A minimum of 3 years' supervisory experience in Human Resource Management field. Sound Knowledge and understanding of PERSAL System. Sound knowledge and understanding of prescripts governing the TVET sector including amongst others CET Act etc. Good understanding and interpretation of Public Service prescripts i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act, Skills Development Levies Act and other HR related prescripts. Good understanding of PSCBC, ELRC and GPSSBC resolutions. Knowledge and understanding of Human Resource Management, Administration and Development processes and procedures. Good administrative skills, good report writing skills, financial management skills, project management skills, people management skills, good analytical skills, research skills, good communication and interpersonal skills, planning and organizing skills, leadership skills, presentation and facilitation skills. Advanced Computer Literacy. A valid Driver's Licence.

DUTIES : Oversee Human Resource Management and Administration services by managing conditions of services (Leave, Housing, Medical Aid, Injury on duty, Long service recognition, overtime, relocation, retirement, pensions, transfers, allowances etc.). Oversee the recruitment and selection processes as per departmental delegation (advertisement, shortlisting, interviews, security vetting, reference check, verification of qualifications) are coordinated within the stipulated timelines. Manage HR personnel records. Oversee Human Resource Development services by rendering bursary administration, internship and Work Integrated Learning (WIL). Conduct Induction for the newly appointed staff. Coordinate and facilitate the training interventions. Develop and implement Workplace Skills Plan (WSP). Administer Performance Management and Development System (PMDS) and Integrated Quality Management System (IQMS). Coordinate and facilitate organizational development services by designing, reviewing, and implementing the College's organizational Structure. Facilitate the development of Job Descriptions. Coordinate Job Evaluation of posts and submit to the department. Conduct work-study and business process re-engineering and facilitate change management and organizational transformation services. Coordinate and facilitate Human Resource Planning (HRP) and Employment Equity (EE) services by developing, coordinating, implementing, monitoring and reviewing the college HR Plan. Develop, coordinate, implement, monitor and review the college EE Plan. Provide reports on HR and EE plans to management and relevant structures. Provide efficient labour relations services by promoting labour peace and a healthy organizational culture. Provide Employee Health and Wellness (EHW) services through implementation of wellness programmes for the college. coordinate and manage HIV, AIDS, STI and TB services. Coordinate and manage health productivity programmes. Promote sport activities to encourage physical fitness and healthy lifestyle. Develop and

		implement Human Resource related policies and manuals. Manage human, financial and other resources in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MA Mabje / Ms MN Morena Tel No: (014) 753 490 / 014 763 2252
	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramathodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptvetcol.edu.za . No late applications will be accepted.
<u>FOR ATTENTION NOTE</u>	:	Mr MA Mabje / Ms MN Morena
	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. 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. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the abovementioned requirements will not be considered. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.
<u>CLOSING DATE</u>	:	06 March 2026 at 14:00
<u>POST 06/26</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT AND RISK MANAGEMENT REF NO: LEPTVET 02/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09), excluding benefits
	:	Central Office
	:	Senior Certificate/ National Senior Certificate or NCV Level 4 Certificate plus a recognized National Diploma in Internal Auditing or equivalent qualification at NQF Level 6. Degree in Internal Audit will serve as an added advantage. Must be registered with a professional Council (Institute of Internal Auditors) A minimum of 3 years' supervisory experience in Internal Auditing/ Risk Management environment. Experience in the development of policies/ implementation strategies. Knowledge of relevant prescripts, legislation and regulations such as CET Act, Public Sector Risk Management Framework, PFMA, Treasury Regulations and Internal Auditing Standards. Ability to work under pressure, presentation skills, diversity management skills, project management skills, Planning and organizing, financial management skills, report writing skills, good communication skills, problem solving skill, computer literacy, analytical skills, client oriented, project management, team leadership, people management, client service focus, integrity, committed, proactive and loyal. Valid Driver's License.
<u>DUTIES</u>	:	The preparation and execution of the internal audit plan. The provision of secretarial support services to the audit committee. Develop, review and monitor the implementation of risk, fraud, ethics and integrity policy. Provide Risk Management services. Management of staff development.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 22522
	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramathodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptvetcol.edu.za . No late applications will be accepted.
<u>FOR ATTENTION NOTE</u>	:	Mr MA Mabje / Ms MN Morena
	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but

must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. 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. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the abovementioned requirements will not be considered. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

- CLOSING DATE** : 06 March 2026 at 14:00
- POST 06/27** : **SENIOR QUALITY MANAGEMENT OFFICER REF NO: LEPTVET 04/2026**
- SALARY** : R397 116 per annum (Level 08), excluding benefits
- CENTRE** : Central Office
- REQUIREMENTS** : Matric or NCV Level 4 Certificate plus a recognized three (3) year Diploma in Quality Management/ Internal Audit or any equivalent qualification at NQF Level 6. A minimum of 3 years' work experience in Quality Management System/ Internal Auditing/ ISO training. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of quality management practice following pieces of legislation: FET Act, ISO Standards, Quality Management System, etc. and Internal Audit. Knowledge and understanding of Quality Management System reporting processes and procedures. Knowledge and understanding of the application of Public Service legislative framework. Good administrative skills, good report writing skills, project management skills, analytical skills, good communication and interpersonal skills, planning and organizing skills. Computer Literacy. A valid Driver's Licence will be an added advantage.
- DUTIES** : Ensure overall supervision and conduct customer satisfaction surveys for the college. Ensure overall supervision, schedule and conduct management reviews for the college. Ensure overall supervision, prepare and conduct SABS surveillance Audits/Recertification Audits for the college. Ensure overall supervision and provide administrative duties and adhere to policies. Ensure overall supervision and facilitate the provision of risk management services. Ensure overall supervision and facilitate the provision of fraud and anticorruption services. Ensure overall supervision and facilitate the provision of ethics and integrity management services. Ensure overall supervision and facilitate risk, fraud, ethics and integrity management awareness and trainings.
- ENQUIRIES** : Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 22522
- APPLICATIONS** : Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptvetcol.edu.za. No late applications will be accepted.
- FOR ATTENTION** : Mr MA Mabje / Ms MN Morena
- NOTE** : Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. 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. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the abovementioned requirements will not be considered. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

- CLOSING DATE** : 06 March 2026 at 14:00
- POST 06/28** : **PLACEMENT OFFICER REF NO: P.O/03/02/2026**
- SALARY** : R325 101 - R382 959 per annum (Level 07), excluding benefits
CENTRE : Central Office – Mafikeng Town
REQUIREMENTS : Senior Certificate, Grade 12 Certificate, (NCV) Level 4 or equivalent with an appropriate Degree/ National Diploma (NQF 6) in Business Administration, Public Management, Marketing, Public Relations or equivalent qualification. Minimum of 1-2 years relevant experience in employment services/ Administration environment. Computer Literacy. Valid drivers' license. Knowledge & Skill: Employment service market, PSET and CET Act, Public Service prescripts, DHET Policies, Industrial operation, Identification of opportunities in the market, Labour Market, Opportunity linkages with industries. Excellent Communication (oral and written), Networking, Negotiation, Research, Interpersonal, Planning, Organising, Placement.
- DUTIES** : Facilitate the placement of students, Conduct job readiness training programmes. Liaison with commerce industry/workplace and other relevant stakeholders. Maintain the student tracking system. Mainitain and update employer and student placement database. Develop quality electronic report and statistics, Monitoring and evaluation of work placement practices. Conduct student work-based assessment.
- ENQUIRIES** : Ms K.L Mooka/Ms M.A Matokong/ Ms M.E Tlhako Tel No: (018) 384 2341
APPLICATIONS : centraloffice.recruitment@taletso.edu.za or hand delivery at HR Office, Kgora building Taletso TVET College, Dr Albert Luthuli Drive next to SABC, Mmabatho.
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Application form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). the department have the right not to appoint. 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
- CLOSING DATE** : 06 March 2026 (at 14h00) all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 06/29 : **HUMAN RESOURCE CLERK REF NO: LEPTVET 06/2026**

SALARY : R228 321 per annum (Level 05), excluding benefits
CENTRE : Central Office
REQUIREMENTS : Matric or NCV Level 4 Certificate plus a recognized three (3) year Diploma in Human Resource Management/Public Management or equivalent qualification at NQF Level 6. A minimum of 1-year work experience in Human Resource Management environment or related field will be an added advantage. Knowledge of Human Resource Administration Processes. Knowledge of PERSAL system. Knowledge of HR prescripts and regulations. PERSAL System Certificates (Introduction to PERSAL, Leave and Personnel Administration) will be an added advantage. Ability to communicate well with people at different levels and from different backgrounds. Ability to work as a team and under pressure. A valid driver's license will be an added advantage.

DUTIES : Assist in the provision of conditions of service and Human Resource Records Management. Render support in the provision of recruitment and selection services. Provide administrative support on Labour Relations matters in the college. Assist in the implementation of Performance Management Development System and Integrated Quality Management System. Coordinate training for the college staff. Assist with the provision of Employee Health and Wellness services in the college.

ENQUIRIES : Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252
APPLICATIONS : Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptvetcol.edu.za. No late applications will be accepted.

FOR ATTENTION : Mr MA Mabje / Ms MN Morena
NOTE : Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. 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. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the abovementioned requirements will not be considered. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

CLOSING DATE : 06 March 2026 at 14:00

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 06 March 2026

NOTE : Applications must be submitted online at <https://erecruitment.dha.gov.za> sent to the correct address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za, citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. 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. Shortlisted candidates will also be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only. The Department of Home Affairs is a merit-based and equal opportunity employer. It is our intention to appoint excellent candidates whilst harnessing the power of diversity. EE Requirements: People with Disabilities, Youth, unemployed Graduates and Woman are encouraged to apply. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to facilitate the transformation of Home Affairs into a digital-first, world-class organisation. If you are committed to delivering on the Medium-Term Development Plan's priorities through digital transformation, ascribe to the Department's shared value set, have what it takes to serve the needs of South African citizens, residents and visitors with the highest levels of professionalism and integrity, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date. The Department of Home Affairs subscribes to the provisions of the Protection of Personal Information Act (Act 4 of 2013). As such, the Department will use the personal information provided by Applicants for recruitment purposes in reference to posts applied for. This information may be retained for audit purposes. The Department undertakes to protect the confidentiality of all personal information provided, and will not disclose such to any unauthorised person, except where it is legally compelled to do so or it is necessary in furthering recruitment purposes. The submission of an application (including any additional / supporting information), is considered as an Applicant's consent hereto.

OTHER POSTS

POST 06/30 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: HRMC 4/26/1 (X3 POSTS)**
 Directorate: Drafting
 This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.

SALARY : R586 956 - R1 386 972 per annum (MR-6), (a basic salary package). Salary will be in accordance with the Occupation Specific Dispensation for Legally Qualified Personnel.

- CENTRE REQUIREMENTS** :
- Head Office: Tshwane
- An LLB degree as recognized by SAQA. 8 Years' relevant post-qualification legal experience is required; of which 3 or more years' experience in a Legislative Drafting environment will serve as an added advantage. Admission as an Attorney or Advocate will also serve as an added advantage. Knowledge of all legislation (primary and secondary legislation) administered by the Department. Knowledge of the Public Service Act, 1994 and Regulations. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the South African Legal System and legal practices. Understanding of Human Resources legislation and prescripts. Knowledge of the Constitution of the Republic of South Africa, 1996. Knowledge of the Promotion of Administrative Justice Act, 2000 and Regulations. Knowledge of the Promotion of Access to Information Act, 2000 ("PAIA") and Regulations. Knowledge of the Protection of Personal Information Act, 2013. Willingness to travel and work extended hours. A valid Driver's License. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Honesty and integrity. Program and project management. Change management. Communication. Knowledge management. Decision-making. Influencing and networking. Planning and organizing. Interpersonal skills. Technical skills: Writing/drafting of legal documents. Computer literacy. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation.
- DUTIES** :
- The successful candidate will be responsible for, amongst others, the following specific tasks: Drafting of new or amending of existing legislation (both primary and secondary legislation) administered by the Department. Seeing Bills through the legislative process in Parliament. Engagement with the Office of the Chief State Law Adviser: Department of Justice and Constitutional Development ("OCSLA") on the drafting of new or the amending of existing legislation pertaining to the Department. Provide verbal and written legal opinions relating to all pieces of legislation (both primary and secondary legislation) administered by the Department, as well as any other legislation, as and when requested to do so, including requests for access to information submitted in terms of PAIA. Scrutinise or draft International Agreements and/or Memoranda of Understanding involving the Department. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation administered by the Department, as well as policies and procedures. Ensure optimal utilization of resources. Ensure training needs are met. Ensure the Performance Management Development System is implemented. Provide inputs on the Strategic Plan and Annual Budget of the Department. Assist in developing an Operational Plan and Work Plan for the Directorate to ensure its achievement of the targets and goals. Manage external consultants/service providers in an effective and efficient manner. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation.
- ENQUIRIES APPLICATIONS** :
- Head Office: Mr BC Mathatho Tel No: (012) 406 4250
- Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or legalrecruitment@dha.gov.za
- POST 06/31** :
- ASSISTANT DIRECTOR: IMMIGRATION SERVICES- INSPECTORATE REF NO: HRMC 4/26/3 (X1 POST)**
- This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.
- SALARY CENTRE REQUIREMENTS** :
- R582 444 - R686 091 per annum (Level 10), (a basic salary)
- Gauteng: Large Office: Johannesburg
- A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics, Paralegal or Criminal Justice at NQF level 6 as recognized by SAQA. 3 Years' supervisory experience in a Law Enforcement, Legal or Security environment. Knowledge of the Immigration Act, Refugees Act, Criminal Procedure Act, Criminal Prosecution Act and relevant Regulations. Knowledge of International treaties. Knowledge and

understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license (Code C1). Valid Public Driver Permit (PDP). Willingness to travel including outside of the borders of South Africa. Working extended hours. Required skills and competencies: Management and Leadership. Service delivery innovation, and customer focus. People management and empowerment. Financial Management. Program and project management. Ability to instill appropriate processes and systems, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Innovation. Good verbal and written communication, as well as report writing and presentation skills. Conducting investigations, problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Decision making and initiating action. Accountability. Record and time management. Attention to detail. Team work. Diplomacy. Planning and organising. Coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks. Ensure the effective implementation of Inspectorate services, and applicable legislation. Manage Inspectorate operations management. Provide advice and recommendations on immigration transgressions. Liaise with Central Law Enforcement regarding priority and high profile cases. Participate in the development and implementation of policies, procedures, directives, acts and regulations. Monitor and ensure the effective implementation of standard operating procedures. Ensure effective risk and compliance management. Implement governance processes, frameworks and procedures. Coordinate and manage relevant projects within the Unit to ensure that projects are implemented to best-practice standards in terms of time, quality and budget. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES : Gauteng: Mr P Mlangeni Tel No: (011) 242 9039 / 066 478 4043
APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows: Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017.

POST 06/32 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: HRMC 4/26/2**
 This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.

SALARY : R468 459 - R551 823 per annum (Level 09), (a basic salary)
CENTRE : Free State: Provincial Manager's Office
REQUIREMENTS : An undergraduate qualification in Labour Relations / Labour Law at NQF level 6 as recognized by SAQA. 3 Years' experience as Labour Relations Officer or Practitioner is required. Knowledge of Human Resources Regulatory Framework. Knowledge of Labour Relations Act, 66, 1995. Knowledge of Collective Agreements. Knowledge of relevant Departmental Legislation and prescripts. Knowledge of the Public Service Act and Regulations. Knowledge of DPSA guidelines. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Capability and Leadership. Client Orientation and customer focus. Time Management. Good verbal and written communication, as well as report writing and presentation skills. Problem-solving. Programme and project management. Ability to meet deadlines. Ability to instill appropriate processes and systems, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Decision making. Accountability. Interviewing skills. Planning and organizing. Patriotism, Honesty and Integrity.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Facilitate the implementation of misconduct and disciplinary processes in the province. Represent the Province at all disciplinary hearings. Provide expert advice in the province on disciplinary and misconduct matters. Establish partnerships and constantly liaise with provincial external stakeholders on labour related matters on recognized Labour unions. Represent the Department in disputes and facilitate the acquisition of evidence and witness for arbitration matters. Facilitate labour related programmes, collective bargaining, grievance resolution and dispute management process

in the Province. Respond to complaints, grievances and appeals adhering to all regulatory, accreditation and internal processing timelines and guidelines. Co-ordinate and participate in the Provincial Consultative Forum (PCF). Conduct research on case law, adjudication trends and developments in labour law and labour relations. Prepare and submit reports on grievances and disputes to Head Office on a weekly basis. Represent the Department in mediation, conciliation and arbitration matters. Build and maintain relationships with various stakeholders. Benchmark with various institutions for best practice. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES
APPLICATIONS

- : Free State: Ms V Molefi Tel No: (051) 410 3912
- : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows: Free State: Physical Address: 40 Victoria Street Willows, Bloemfontein, 9301

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Department of Justice and Constitutional Development's mandate is to ensure that there is accessible justice system in our vibrant and evolving constitutional democracy. It is responsible, amongst others, to enable Access to Justice for all, promote Constitutionalism, Rule of Law, Respect for Human Rights; and to coordinate the State Litigation and Legal Advisory Services. The Department is therefore presenting an opportunity to dynamic individuals with relevant competencies to join a dynamic team in its quest to fulfill its mandate and deliver justice services to the people of South Africa.

<u>CLOSING DATE</u>	:	09 March 2026
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current post office challenges. A SAQA evaluation report must accompany foreign qualifications. 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. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

<u>POST 06/33</u>	:	<u>DIRECTOR: FAMILY ADVOCATE REF NO: 55/26EC</u>
<u>SALARY</u>	:	R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of The Family Advocate, Port Elizabeth
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) LLB or equivalent four-year Legal Qualification as recognized by SAQA; A minimum of 5 years' experience at middle/senior management level; Nyukela certificate is required for all SMS positions before appointment (Certificate for Entry into the Senior Management Service from the School of Government); Admitted as an Advocate / Attorney with right of appearance in the High Court; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act, Prescription Act, the State Attorney, Public Finance Management Act, Treasury Regulations, Department Financial Instructions and the State Liability Act; Knowledge and experience in office administration; Extensive knowledge of all local and international Legislation that regulates protection of children; Knowledge of the Foundations of South African law, South African private law, constitutional law, criminal law, intellectual property evidence and African Customary Law. Muslim

Personal Law, Private International Law; Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, 1996 (Act 72 of 1996), Maintenance Act, reciprocal enforcement of Maintenance Orders Act, Child Care Act. Skills and Competencies: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Problem solving and analysis; Diversity management; Communication; Honesty and integrity; Computer literacy.

DUTIES : Key Performance Areas: Manage and coordinate the provisioning of family advocate services; Manage and monitor the implementation of the Hague Convention on Civil aspects of International Child Abduction; Manage the implementation of policies, legislative frameworks and prescripts; Manage and monitor the provision of Forensic Social Work services; Provide effective people management.

ENQUIRIES : Mr A Jilana Tel No: (043) 702 7000 / 7010

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>

POST 06/34 : **DIRECTOR: LEGISLATIVE IMPLEMENTATION REF NO: 26/14/LD**

SALARY : R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An appropriate legal qualification (NQF 7 level) as recognized by SAQA; 5 years' experience at a middle/senior managerial level in a legislation development environment; Admitted as a Legal Practitioner; Nyukela Certificate is required for all SMS positions before appointment (Certificate for entry into the Senior Management Services from the National School of Government) (NSG); Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decision; Knowledge of legislative drafting, Law, Public Service and its governance, Constitutional Law services and Criminal cases. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity; Computer literacy.

DUTIES : Key Performance Areas: Manage the implementation of primary legislation; Manage the implementation of secondary legislation; Manage the development and submission of socio-economic impact assessments; Co-ordinate the review of legislation to achieve better social, environment and economic outcomes as highlighted by stakeholders; Manage human, finance and other resources.

ENQUIRIES : Ms. M. Kganyago Tel No: (012) 315 1884

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria OR <https://forms.office.com/r/X2XaVPasWu>

OTHER POSTS

POST 06/35 : **FAMILY ADVOCATE (LP7 - LP8) (X5 POSTS)**

SALARY : R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Office of the Family Advocate, Cape Town Ref No: 13/2026/FA/WC (X3 Posts)
Mitchells Plain Ref No: 14/2026/FA/WC (X1 Post)
Worcester Ref No: 15/2026/FA/WC (X1 Post)

REQUIREMENTS : An LLB Degree or recognised 4-year legal qualification; Five (5) years appropriate post qualification litigation experience; Admission as an Advocate;

Knowledge of Foundations of South African law, South African private law, Constitutional law, Criminal law, Intellectual property, Evidence and African Customary Law, Muslim Personal Law, Private International Law, Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, Maintenance Act, reciprocal enforcement of Maintenance Orders Act, Child Care Act, Extensive knowledge of all local and international Legislation that regulates protection of children; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, State Attorney Act, the Public Finance Management Act, the Treasury Regulations. Knowledge and experience in office administration; A valid driver's licence. Skills and Competencies: Good communication skills (verbal and writing); Litigation and Advocacy skills; Research, investigation, monitoring, evaluation and report writing skills; Attention to detail; Diversity management; Dispute and Conflict resolution skills; Computer literacy; Case Flow Management.

DUTIES : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Monitor the provisioning of forensic and risk social work services; Monitor and implement the provisions of the Hague Convention on Civil aspects of International Child Abduction; Manage and implement the provision of Forensic Social Work Social Work services; Manage and provide administrative support services; Attend to all relevant circuit courts within the Province.

ENQUIRIES APPLICATIONS : P Paraffin Tel No: (021) 462 5471
: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <https://forms.office.com/r/X2XaVPasWu>

FOR ATTENTION NOTE : Ms P Paraffin
: Shortlisted candidates will be required to submit service certificates to determine salary in accordance to experience. Separate application must be made quoting the relevant reference number.

POST 06/36 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: 49/26EC**

SALARY : R896 436 – R1 055 958 per annum, (all -inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Provincial Office: East London
: An NQF level 6 qualification as recognized by SAQA in Labour Relations/ Labour Law/ LLB; A minimum of 3 years' experience in Labour Relations environment at managerial (Assistant Director) level; Knowledge of Basic Condition of Employment Act (BCEA), Labour Relations Act, Employment Equity Act (EEA), relevant labour laws policies and procedures; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, the Public Finance Management Act, Government initiatives and decisions. Skills And Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy; Team leadership.

DUTIES : Key Performance Areas: Develop and monitor the implementation of Labour Relations policy and strategy; Conduct misconduct and grievances; Conduct and handle dispute resolutions; Coordinate, facilitate the collective bargaining processes; Develop and maintain relations/ partnership with relevant stakeholder; Manage human, finance and other resources.

ENQUIRIES APPLICATIONS : Mr A Jilana Tel No: (043) 702 7000 / 7010
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>

POST 06/37 : **SENIOR LEGAL ADMINISTRATION OFFICER: (MR6): SEXUAL OFFENCES MATTERS REF NO: 26/13/CA**

SALARY : R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria
: An LLB qualification; A minimum of 8 years' appropriate post qualification legal experience; Knowledge of the South African Legal system, legal framework sexual offences and the Presidential Summit Declaration against Gender-based Violence and Femicide (GBVF) of 2019 and its National Strategic Plan; Knowledge of the legal system and GBVF sector; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act, State Attorney Act; Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and State Liability Act; Knowledge and experience in Office Administration. Skills and Competencies: Legal research and drafting; Project management; Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Problem resolving and decision making; Planning and organising; Team leadership.

DUTIES : Key Performance Areas: Manage the implementation of International, Regional and Domestic legal frameworks on the management of sexual offences matters; Facilitate stakeholder management for a cohesive and coordinated implementation of interventions against sexual offences; Manage the development and implementation of initiatives and programmes on sexual offences; Manage human, finance and other resources.

ENQUIRIES APPLICATIONS : Mr. S Kgafela Tel No: (012) 315 1042
: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR <https://forms.office.com/r/X2XaVPasWu>

POST 06/38 : **COURT MANAGER REF NO: 37/26EC**

SALARY : R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate Office: Engcobo
: An undergraduate National Diploma (NQF 6 level) /Degree qualification as recognized by SAQA in Public Administration / Management / Law / Legal studies or field of study or equivalent legal qualification; A minimum of three years' experience in court management environment with a minimum of two years (2) as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the court environment will be an added advantage; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applied technology; Budget and financial management; Communication and information management; Diversity management; Impact and influence; Planning and organizing; Problem solving; Project management.

DUTIES : Key Performance Areas: Support case-flow management; Manage the financial resources of the office; Manage the Human resources of the office; Manage the procurement and office facilities; Manage risk and security of the office; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr A Jilana Tel No: (043) 702 7000 / 7010
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>

POST 06/39 : **MANAGER: COURT INTERPRETING REF NO: 09/2026/WC**

SALARY : R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office, George

- REQUIREMENTS** : NQF level 4/ Grade 12; National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English; Proficiency in two or more indigenous languages; 6 years' experience as a Court Interpreter of which 3 years should be at a supervisory level; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Listening skills; Time management; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure and Art of interpreting.
- DUTIES** : Key Performance Areas: Manage the cluster legal interpreting and language services; Develop and implement the legal interpreting and language services business plan for the cluster; Manage both human and non-human resources of legal interpreting and language services; Manage training and development of court interpreters; Manage compliance of the code of conduct.
- ENQUIRIES** : Ms P Paraffin Tel No: (021) 462 5471
- APPLICATIONS** : Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <https://forms.office.com/r/X2XaVPasWu>
- FOR ATTENTION** : Ms P Paraffin
- POST 06/40** : **ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND APPOINTMENTS REF NO: 01/26/LMP**
This is a re-advertisement, candidates who previously applied are encouraged to re-apply.
- SALARY** : R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Provincial Office: Limpopo
- REQUIREMENTS** : An NQF level 6 qualification as recognized by SAQA in Human Resource Management / Public Management/ Industrial and Organisational Psychology; A minimum of 3 years' experience in Human Resource Management environment at a supervisory level; Knowledge of PERSAL System, Human Resource Management Directives/Policies, Employment Equity Act, Basic Conditions of Employment Act, Performance Management Systems; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel); Applied strategic thinking; Good Communication skills (written and verbal); Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Ability to work under pressure and be self motivated; Strong analytical skills and good decision making skills; Project management; Team Leadership; Personal attributes; Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Coordinate the administration of recruitment, selection process and appointment of the employees; Provide inputs on the development of the annual recruitment plan and implement thereof; Facilitate and compile job advertisements, Serve as secretariat and provide advice during recruitment process; Facilitate or execute recruitment process in compliance with internal recruitment procedures and employment equity plan; Facilitate or execute the selection process (screening , shortlisting, interviews) including personnel suitability checks; Draft appointment letter(s) and contracts in respect of appointed candidate(s) and facilitate the signing off; Facilitate or capture appointment of nominated candidates on PERSAL; Ensure new appointees are inducted.
- ENQUIRIES** : Mr M D Chauke Tel No: (015) 287 2080 or Ms M R Phalane Tel No: (015) 287 2036
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR <https://forms.office.com/r/X2XaVPasWu>

<u>POST 06/41</u>	:	<u>ASSISTANT DIRECTOR: MAINSTREAMING YOUTH AND PERSONS WITH DISABILITIES: REF NO: 26/12/DG</u> This is a re-advertisement, applicants who previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An undergraduate qualification (NQF level 6) as recognized by SAQA in Public Management/ Disability studies/ Law/ Social Sciences and Public Policy; A minimum of 3 years' experience of which 2 years should be at supervisory level; Knowledge and understanding of Government prescripts, Public Finance Management Act, Public Service Regulations; Understanding of court processes. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Computer literacy; Planning and organizing; Decision making; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate programmes for gender mainstreaming, youth and persons with disabilities; Review Departmental programmes in line with legislation for the promotion and empowerment of women, youth and persons with disabilities; Advance and promote the empowerment and participation of women, youth and persons with disabilities; Facilitate statutory reporting and compliance; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. R. Chauke Tel No: (012) 315 – 1329 Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 06/42</u>	:	<u>ADMINISTRATIVE OFFICER (X5 POSTS)</u>
<u>SALARY</u>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Sterkstroom Ref No: 38/26EC (X1 Post) Magistrate Office: Burgersdorp Ref No: 39/26EC (X1 Post) Magistrate Office: Lusikisiki Ref No: 40/26EC (X1 Post) Magistrate Office: Ngqeleni Ref No: 42/26EC (X1 Post) Magistrate Office: Dutywa Ref No: 59/26EC (X1 Post) (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
<u>REQUIREMENTS</u>	:	Three-year National Diploma/ Bachelor's Degree in Public Administration / Public Management or equivalent; 3 years Administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Financial Management (Vote and Trust Account), Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP). Skills and Competencies: Computer literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations. People management.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Section, section related to Family Court, Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users.
<u>ENQUIRIES</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010 OR Mr, W Ndamase Tel No: (043) 702 702 7000/7133
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number

- POST 06/43** : **COURT INTERMEDIARY REF NO: 48/26EC**
- SALARY** : R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Humansdorp
- REQUIREMENTS** : A three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; Teaching, Social Work/ Family Counselling, Child Care and youth development, Paediatrics, Psychiatry, Clinical counselling, Educational Psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework. (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children’s Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998). A valid driver’s license: Knowledge of any foreign languages will be an added an advantage. Skills and Competencies: Communication and empathetic listening skills (with children, persons with mental disabilities and other traumatized witnesses), Trauma and basic counselling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem-solving and decision-making skills.
- DUTIES** : Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls.
- ENQUIRIES** : Mr W Ndamase Tel No: (043) 702 702 7000/7133
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>
- POST 06/44** : **LABOUR RELATION OFFICER REF NO: 50/26EC**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office: East London
- REQUIREMENTS** : An NQF Level 6 qualification as recognised by SAQA in Labour Relations/Labour Law/LLB; A minimum of 2 years’ functional experience in Labour Relations environment; Knowledge and understanding of relevant labour laws, policies and procedures; Knowledge of Basic Condition of Employment Act; Labour Relations Act, Employment Equity Act; Knowledge of understanding of the Public Service statutory frameworks; Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions etc. Skills and Competencies: Concern of others; Creative thinking; Planning and organizing; Decision making; Diversity citizenship; Organisational communication (verbal and written) skills; Problem analysis, Computer literacy. Managing interpersonal conflict and resolving problems; Report writing skills.
- DUTIES** : Key Performance Areas: Administer and implement Labour relations policy and strategy; Handle misconduct and grievances; Handle and administer dispute resolutions; Administer collective bargaining processes.
- ENQUIRIES** : Mr A Jilana Tel No: (043) 702 7000 / 7010
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>

<u>POST 06/45</u>	:	<u>CHIEF ADMINISTRATION CLERK (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of the High Court: Mthatha Ref No 54/26EC (X1 Post) Magistrate Office: Mdantsane; Ref No 58/26EC (X1 Post) (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent; Three (3) years' experience in Administration; Understanding of the legislative framework governing the Public Service; knowledge of Public Finance Management Act, Treasury Regulations; Departmental Financial Instructions (DFI), Public Service Act and other relevant legislation. Skills and Competencies: Communication (written and verbal) skills; Computer literacy (MS Office); Planning and organizing skills; Ability to work under pressure; Attention to detail; Problem solving skills; Customer service; Document management and filing; Numerical skills.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and render clerical support services; Supervise and provide Supply Chain clerical services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr Ndamase Tel No: (043) 702 7000 / 7129 or Mr. Nofemela Tel No: (043) 702 7000 / 7135
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 06/46</u>	:	<u>LEGAL ADMINISTRATION OFFICER: (MR3-MR5): LEGAL PROCESS REF NO: 26/03/LD</u>
<u>SALARY</u>	:	R324 579 – R1 111 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An LLB Degree or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of South African legal system, legal practices and related spheres with specific reference to Civil litigation and the Law of Contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the Prescription Act, the State Attorney Act, Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and State Liability Act. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
<u>DUTIES</u>	:	Key Performance Areas: Process the receipts of Presidential pardons, expungement and section 327 applications; Provide reports and feedback on Presidential pardons, expungement and section 327 applications; Conduct legal research on principles and case law relevant to the matters; Draft legal documents the provide clear motivation; Manage stakeholder relations; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Mr M Mokoena Tel No: (012) 744 2026
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	A current certificate of good standing from the relevant law Society must accompany the application.
<u>POST 06/47</u>	:	<u>LEGAL ADMINISTRATION OFFICER:(MR1 - MR5) REF NO: 26/07/MFLS</u>
<u>SALARY</u>	:	R252 855 – R1 111 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria

<u>REQUIREMENTS</u>	:	An LLB Degree or 4 year recognized legal qualification. Knowledge of the Constitution, Public Finance Management, Mediation in certain Divorce matters; Domestic Violence Act, Maintenance Act, Children's Act. Skills and Competencies: Legal research; Legal drafting; Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Team leadership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Administer and report on the implementation of Hague Convention on Civil aspects of International Child Abduction; Administer related accession of contracting states; Provide support on the institutional performance and strategies for Family Advocate cases; Manage Stakeholder relations for the Family Advocate; Conduct research that will provide information and case law relevant to the Family Advocacy.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A. Van Ross Tel No: (012) 315 – 1094
<u>NOTE</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR https://forms.office.com/r/X2XaVPasWu A current certificate of good standing from the relevant law Society must accompany the application.
<u>POST 06/48</u>	:	<u>COURT INTERPRETER (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: East London Ref No 43/26EC (X1 Post) Magistrate Office: Ngqeleni Ref No 44/26EC (X1 Post)
<u>REQUIREMENTS</u>	:	NQF level 4 / Grade 12; Proficiency in English and one or more indigenous languages (preference will be given to languages used in area (Xhosa, Afrikaans, Sotho) as well as sign language; The following will serve as an added: Practical experience and a valid driver's license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Msimang Tel No: (043) 702 7000 / 7136
<u>POST 06/49</u>	:	<u>ACCOUNTING CLERK REF NO 52/26EC</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office, East London
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Knowledge and understanding of financial legislation, Prescripts and Procedures; Knowledge of Basic Operating System (BAS), Justice Yellow Page (JYP), PERSAL; Knowledge of Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulation (PSR) and Preferential of Procurement Policy Framework Act (PPPFA); Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS). Skills and Competencies: Computer literacy; Good communication skills (Written & verbal); Creative and analytical; Planning and Organizing; Problem solving and conflict Management; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Render financial accounting transactions; Perform salary administration support; Perform bookkeeping support services; Render a budget support service.
<u>ENQUIRIES</u>	:	Ms. C Williams Tel No: (043) 702 7000 / 7131

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>
- POST 06/50** : **HUMAN RESOURCE OFFICER REF NO: 51/26EC (X2 POSTS)**
- SALARY** : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, East London
- REQUIREMENTS** : Grade 12 or equivalent qualification; Knowledge of human resource duties, practices as well as the ability to capture data and operate computer; Understanding of the of the legislative framework governing the Public Service; Knowledge of procedures in terms of the working environment. Skills and Competencies: Computer literacy (MS Office); Communication (verbal and written) skills; Good organizing skills; Organizational abilities; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Implementing human resources administration practices: Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interview, absorptions, probationary period); Implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR or etc); Performance Management; Termination of services etc.
- ENQUIRIES** : Ms. C Williams Tel No: (043) 702 7000 / 7131
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>
- POST 06/51** : **ADMINISTRATION CLERK (X2 POSTS)**
- SALARY** : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Vredenburg Ref No: 12/2026/WC (X1 Post)
Magistrate Office: Graaff-Reinet Ref No: 45/26EC (X1 Post)
- REQUIREMENTS** : Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office); Planning and organizing skills.; Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.
- DUTIES** : Key Performance Areas: 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** : Western Cape: Mr A Knowles Tel No: (021) 462 5471
Eastern Cape: Ms. C Williams Tel No: (043) 702 7000 / 7131
- APPLICATIONS** : **Western Cape:** Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <https://forms.office.com/r/X2XaVPasWu> For Attention: Cape Town: Ms P Paraffin
Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>
- NOTE** : Separate application must be made quoting the relevant reference number
- POST 06/52** : **MESSANGER (X2 POSTS)**
- SALARY** : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Peddie Ref No 46/26EC (X1 Post)
Magistrate Office: Tabankulu Ref No 47/26EC (X1 Post)
- REQUIREMENTS** : Grade 10/ Abet level 4; A valid driver's license. Skills and Competencies: Basic Computer literacy; Communication at appropriate level; Creative thinking; Customer service orientation; Problem analysis; Self-management; Ability to work in a team; Technical proficiency.

<u>DUTIES</u>	:	Key Performance Areas: Render driver/ messenger support services; Collect correspondence, distribute mail and parcels to the various office; Collect documents from respective government institutions; Transport officials to various destinations; Render clerical support services.
<u>ENQUIRIES</u>	:	Mr W Ndamase Tel No: (043) 702 702 7000/7133
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu
<u>POST 06/53</u>	:	<u>TELECOM OPERATOR (X2 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Paarl Ref No: 10/2026/WCX (X1 Post) Master of The High Court: Grahamstown Ref No: 53/26EC (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Skills and Competencies: Communication (written and verbal) skills; Computer literacy (MS Office); Interpersonal skills; Good telephone etiquette; Numerical skills; Ability to operate technical equipment; Loyalty and high levels of integrity; Ability to work under pressure; Conflict management skills.
<u>DUTIES</u>	:	Key Performance Areas: Handle incoming and outgoing calls, transfer calls, take and convey messages; Ensure that the switchboard is manned at all times; Attend to all other duties that may be required.
<u>ENQUIRIES</u>	:	Western Cape: Ms W Nguyuza Tel No: (021) 462 5471 Eastern Cape: Ms C Williams Tel No: (043) 702 7000 / 7131
<u>APPLICATIONS</u>	:	Western Cape: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR https://forms.office.com/r/X2XaVPasWu For Attention: Ms P Paraffin Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu
<u>POST 06/54</u>	:	<u>SECURITY OFFICER REF NO: 11/2026/WC</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office, Goodwood
<u>REQUIREMENTS</u>	:	Grade 12; Knowledge of Physical Security procedures and processes, Safety and Security Legislative Frameworks, PSIRA Grade C. Skills and Competencies: Communication skills (verbal and written); Problem solving; Good interpersonal relations; Planning and organizing skills; Computer literacy; Ability to operate security equipment; Understanding of confidentiality in Government.
<u>DUTIES</u>	:	Key Performance Areas: Provide access control; Improve safety in the building or premises; Prohibit unauthorized items from entering or leaving the building or premises; Watch CCTV cameras; Enroll staff on bio-metric system; Provide access to staff coming to the premises over weekends.
<u>ENQUIRIES</u>	:	Mr A Knowles Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms P Paraffin

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.



- APPLICATIONS** :
- Constitutional Court: Braamfontein/ Judicial Support Services:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- KwaZulu-Natal/ Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.
- Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- Eastern Cape/Bhisho/Mthatha:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- Supreme Court of Appeal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- North West/ Mmabatho/Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho.
- CLOSING DATE** :
- NOTE** :
- 06 March 2026
- All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, 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. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation 7considered. Suitable candidates will be subjected to a personnel suitability check (criminal record,

financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

OTHER POSTS

- POST 06/55** : **CHIEF REGISTRAR REF NO: 2025/405/OCJ**
- SALARY** : R586 956 – R 1 386 972 per annum (MR6). The successful candidates will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation determination (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience
- CENTRE REQUIREMENTS** : Eastern Cape Division of The High Court: Mthatha
 : Applicants should be in possession of an LLB Degree or a Four (4) year legal qualification as recognised by SAQA. A minimum of eight (8) years' appropriate post qualification legal experience as a Registrar, A valid driver's license. An LLM Degree will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and competencies: Computer literacy; Excellent communication skills (verbal and written). Report writing skills; Numerical Skills; Technical Expertise; Information technology; Attention to detail; Planning, Organising and Control; Problem solving and decision-making skills; Customer service; Interpersonal skills; Conflict Management; Work ethic and motivation; Professional appearance and conduct; Self-management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Mentor and advice on the tracking and management of the progression of all cases filed in court and management of time and events necessary to move cases from initiation through to disposition and reporting to the Judge President; Make input on amendments of Court rules and Practice Directives to improve efficiency at the High Court; Implement directives issued by the Judge President; Manage implementation of the Departmental strategic objectives relating to the processing of cases within the Case Flow Management Framework at the High Court and reporting; Compile training manuals and provide training to Registrars and support staff. Stakeholder Management; Human Resources Management; Court and Case-flow Management/ Quasi-Judicial Functions; Manage Service Level Agreement Framework and Managing Strategic Court Efficiency Projects and Best Practices; Information and Case/ Court Documentation Management System; Safeguard case records in accordance with prescripts; Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in

		order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. Manage PMDS of staff.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/405/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 06/56</u>	:	<u>OFFICE MANAGER IN THE OFFICE OF THE JUDGE PRESIDENT REF NO: 2025/404/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09), (The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State Division of The High Court
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a. three-year National Diploma/Degree in Office Administration/Management or relevant qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of three (3) years' relevant experience in an office administration environment. A valid driver's license. An LLB degree will be an added advantage. Managerial/supervisory experience in the legal field will be an added advantage. Skills and Competencies: Knowledge of office management responsibilities, systems and procedures. Excellent communication skills (verbal and written). Ability to interpret the law. Legal writing/drafting /legislative drafting skills. Knowledge of electronic information resources and online retrieval. Strong leadership and management capabilities. Computer literacy (MS Office). Report writing skills. Presentation skills. Problem solving and decision-making skills. Interpersonal relations. Organisational skills and the ability to multitask. Ability to work long hours and under pressure. Meticulousness.
<u>DUTIES</u>	:	Manage the office of the judge president. Support the judge president in communication with all stakeholders. Management and supervision of judges' support staff and operations. Oversee the administration within the Office of the Judge President and follow up on the judge president's instructions to ensure prompt execution by relevant operational units at the court. Liaise with all stakeholders in the department, Heads of Court, senior managers, judges, national office, legal professional bodies and other stakeholders with regard to matters emanating from the Office of the Judge President and channel communication to both internal and external stakeholders. Prepare presentations and briefing notes for the judge president and disseminate complex information to all relevant stakeholders. Compile, analyse and report progress on a monthly/quarterly basis. Compile all letters, reports, memoranda and presentations. Ensure tracking of timeframes to enable compliance with various deadlines. Manage all the logistical arrangements for the judge president's meetings. Coordinate the submission of meeting reports and circulate thereafter. Provide secretariat support in meetings chaired by the judge president. Ensure the correct application of regulations, resolutions, policies or any other legal source. Execute any duties assigned by the Judge President or a Judge designated by the Judge president.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr. L.J Kolosa Tel No: (051) 492 4523
	:	HR related enquiries: Ms N. de la Rey Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/404/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 06/57</u>	:	<u>STATISTICAL OFFICER REF NO: 2025/406/OCJ</u>
<u>SALARY</u>	:	R397 116 – R467 790 per annum (Level 08), (The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	KwaZulu- Natal Division of The High Court: Durban
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a. National Diploma in Statistics/ Mathematics/ Economics/ Econometrics/ equivalent qualification at (NQF level 6) with 360 credits as recognised by SAQA. A minimum of two years working experience in a statistical environment. Shortlisted candidates will be required to take a pre, entry technical test. A driver's license and experience in a court environment will be added, advantage, Skills and Knowledge: Knowledge and understanding of the legislative framework, governing the public service, Knowledge of working procedures in terms of the working, environment, Knowledge of relevant policies and strategies Excellent Communication skills, (written and verbal), good presentation/facilitation skills, sound interpersonal

<u>DUTIES</u>	:	skills, Problem, solving and analysis skills. Decision making skills, Computer literacy skills, Planning and, organizing skills, Numerical skills, Statistical analysis and Report writing skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Collate, analyze, interpret statistics and advise management on findings. Apply standing instructions, policies, and procedures/guidelines for the interpretation of data. Analyse data by identifying trends and patterns specific to the Region. Process information and data received. Package the analysed data as per requirements. Update and assure quality information input on database. Maintain database which contains various datasets. Coordinate training of data collectors and the development of training manuals. Develop and review collection guidelines and training manuals. Develop training plans and standardized training manuals for data collection. Perform detailed analysis and interpretation of statistical data Coordinate training in data processing procedures. Coordinate the development of training manuals. Administer data collection instruments and surveys within the Region. Consolidate data provided by the Judges' secretaries and Registrars. Verify and quality check the data provided. Ensure to follow-up on any outstanding data. Establish channels for the collection of data within the Region. Conduct Verification of Quasi - Judicial files and Judiciary information validation of monthly, quarterly and annual figures. Verify Quasi-Judicial files against the tool. Verify the court rolls against the information provided on the judges' secretary's tool, Verify the Reserve Judgements files against the tool.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mrs K Marais Tel No: (031) 492 4699 HR Related enquiries: Ms SZ Mvuyana Tel No. (031) 493 1723
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/406/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 06/58</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/407/OCJ</u> (One (1) Year Contract)
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a. A Grade 12 Certificate (NQF4). A Minimum of 2 years secretarial experience or as an office assistant. A valid Driver's license. Knowledge of Case-lines, Court Online. Communication skills (verbal and written), Administration skills, Planning and Organizational skills, Exceptional Interpersonal skills, Ability to meet strict deadlines , To work under pressure, Attention to detail, Customer service skills, Excellent Typing skills including Dictaphone typing, Ability to Maintain Confidentiality, Time Management skills, Proficiency in Microsoft Office Programs, Research capabilities, Problem solving, Good Judgment and Decision-Making skills, Proficiency in English.
<u>DUTIES</u>	:	Provide Secretarial support to the Judiciary. Ensure attendance and screening of all incoming and outgoing calls. Ensure that appointments and meetings of the Judge are diarized. Ensure that the judgments are typed and correspondences are filed accordingly in the right sections. Ensure that signed Judgments and orders handed down in court or virtually are sent to the Typist and the Library (Judgments only). Ensure that all visitors are received, screened and their queries are attended to. Ensure that all incoming and outgoing documents are recorded and filed. Ensure that stationery for the Judge is ordered and collected. Provide support functions to Civil, Criminal and Review matters/courts and case allocations in chambers. Ensure that the court files are ready and Judge has all the documents in the file on time as per duty roster. Ensure that all files received from various section(s) are verified by the Registrar of that section. Ensure that the register of reviews is up to date and signed on receipt and return of the reviews to the review Clerk. Ensure that the register/template of the reserved judgement is updated and notifying the Statistics Officer as well as the office of the Judge President when judgement has been handed down. Ensure that the transcribed judgements from transcribers reach the Judges for approval and signature. Prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. Ensure that the Heads of Arguments from various stakeholders and received filled and verified. Inform all parties involved via email and or telephonically of time and

date when reserved judgements will be handed down. Provide support functions to civil / criminal courts (main court and circuit courts). Ensure that the bench book of the Judge is prepared and files are in court before the commencement of court proceedings. Ensure that all stakeholders involved are present in court before commencement of proceedings. Ensure that all cases are called and recorded as per the court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. Ensure that the correct Oath ID or declaration is administered in court when required. Ensure that the exhibits are handed, controlled and noted professionally and captured accordingly. Ensure that the correct order is endorsed on the file and or on Case-lines after it is granted by Judge in Court. Provide administrative support to the Judiciary. Ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. Ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer. Ensure the submissions of Cell phone and 3G data claims for process purposes. Ensure that court roll/s is submitted to the Statistical Officer. Ensure that all updates on the loose leafs in the Judges library are attended to

ENQUIRIES : Technical related enquiries: Ms. Z Sondlo Tel No: (011) 359 7400/7458
HR Related enquiries: Ms. K Mokgathe Tel No: (011) 359 7400

APPLICATIONS : Applications can be sent via email at 2025/407/OCJ@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 06/59 : **SECRETARY TO THE DIRECTOR: COURT OPERATIONS REF NO: 2025/408/OCJ**
Re advertisement, Candidates who previously applied are encouraged to re-apply.

SALARY : R228 321 - R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : North West Provincial Service Centre

REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate; no experience is required. Matric or equivalent. No experience required. A valid driver's license, Skills and Competencies: Excellent communication skills (verbal & written); Computer literacy, numerical skills, attention to detail, Planning, Organizing, and Control, Problem solving and decision-making skills, customer service oriented, Interpersonal skills, intermediate typing skills, Creative and analytical thinking, good grooming and presentation. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Provide a secretariat/receptionist support service to the manager (DCO). Provide a clerical support service to the manager (DCO). Provide support to the manager (DCO) regarding meetings. Remain up to date with the prescripts/policies and procedures applicable to the work terrain.

ENQUIRIES : Technical Related Enquiries: Ms. L Makula Tel No: (018) 397 7064/7004
HR Related Enquiries: Mr OPS Sebatso Tel No: (018) 397 7064/7004

APPLICATIONS : Applications can be via email to: 2025/408/OCJ@judiciary.org.za

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 06/60 : **ADMINISTRATION CLERK (DRCS) REF NO: 2025/409/OCJ**

SALARY : R228 321 - R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : North West Division of The High Court: Mmabatho

REQUIREMENTS : Applicants should be in possession of a grade 12 (NQF4) certificate or equivalent. No previous experience required and valid Driver's License. Skills and Competencies: Good Communication skills (written and Verbal) Good Administration and Organizational skills; Customer service skills and ability to work under pressure; good interpersonal and public relations. Team work. The following will serve as an added advantage: court administration or court related functions with regard to court recordings. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment methods to determine the candidate's suitability based on the posts' technical and generic requirements. All shortlisted candidates shall undertake a pre-entry practical

<u>DUTIES</u>	:	exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
	:	Check the readiness of the court prior the court proceedings. Test the CRT machine (Circuit court and local court) and reports all faults detected on the machine. Capture cases set down on the CRT machine and the court book/J406. Pre- schedule the cases prior to commencement of the court proceedings. Record court proceedings as per the level of court. Add parties details per court appearance and add related annotations for the case type in session. Pause and resume the recorder during court session breaks, and stop at the end of the day. Set up and operate the equipment for testifying in the Children's court. Annotate all the postponed cases. Conduct regular backups of data and transfer court recordings at the end of the week. Utilize the headphones to monitor accurate recording of the court proceedings. Attend to request for playback to verify court orders and download to CD/USB. Retrieve and download cases on request. Playback the court recoding to detect any discrepancies on the recordings. Inform the Judge immediately when discrepancies are detected. File and check audio CD's in the strong room/Court Recording Technology office. Submit work performed at the circuit court immediately upon arrival. Update backups of audio CD's. Download CD's for transcription for the running record. Attend to queries relating to court recordings. Arrange own travelling to circuit courts in advance.
<u>ENQUIRIES</u>	:	Technical/HR Related Enquiries: Mr OPS Sebatso Tel No: (018) 397 7064/7004
<u>APPLICATIONS</u>	:	Applications can be sent via email to: 2025/409/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 06/61</u>	:	<u>ASSISTANT LIBRARIAN REF NO: 2025/410/OCJ</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Supreme Court Of Appeal, Bloemfontein
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade 12 certificate; no experience is required. Matric or equivalent Relevant experience will be an added advantage. Knowledge of library and information science matters, prescripts, legislation, procedures and processes and library services. Experience in a legal / law library will serve as an added advantage. A three (3) year National Diploma/Degree in Library Science, Information Science or equivalent qualification will serve as an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication skills (verbal and written). Customer service oriented. Administrative and organizational skills. Accuracy and attention to detail. Problem solving skills and ability to work under pressure. Flexible and reliable. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Assist the Librarian to perform all aspects relating to the library's operations. Assist with classifying and cataloguing. Assist with tracking of library collections. Assist with annotations and updating of legislation. Circulation of legislation (Journals and Government Gazettes). Verify orders and file the library materials accordingly. Continuously review library collections for duplicate, obsolete or suspended materials. Keep and maintain library registers. Conduct annual stock taking. Perform any other library administrative duties.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms Z. Gxabuza Tel No: (051) 492 4588 HR Related enquiries: Ms D.S.J Peters Tel No: (051) 492 4573
<u>APPLICATIONS</u>	:	Applications can be submitted via email at 2025/410/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity.
<u>POST 06/62</u>	:	<u>TYPIST REF NO: 2025/411/OCJ</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The High Court: Bisho

- REQUIREMENTS** : Applicants should be in possession of a Grade 12 certificate; no experience All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of the legal terminology, court procedures, rules and environment, counter services, filing system, understanding of legislative governing the Public Service (Batho Pele & PSR), knowledge of Batho Pele Principles, computer literacy (Microsoft Office). typing skills (speed 35 words per minute) good communication skills (written and verbal). good interpersonal relations, planning and organization skills. good problem-solving skills. accuracy and attention to details. ability to work under pressure. good time keeping. Telephone etiquette. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Type court orders, court documents and reports. Type appeals, reviews, memorandums, reports, minutes, circulars, notice of set downs, witness statements and taxing master reports. Type Rule 6(12) orders and make available in terms of the rule. Type judgments. Sort and distribute incoming and outgoing files. Make amendments on judgments as per judges' request/instruction. Compile term roll, week roll and un/opposed motion roll and maintain registers. Draft term rolls for each court term in line with the Gazetted terms. Type supplementary rolls. Compile and submit relevant orders and judgments to relevant stakeholders. Send all judgments provided to the typing unit, in the required format, to the elected person (for reporting purposes on Saflii).
- ENQUIRIES** : Technical enquiries/ HR enquiries: Mr S Mponzo Tel No: (043) 726 5217
APPLICATIONS : Applications can be via email to: 2025/411/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity.
- POST 06/63** : **TYPIST REF NO: 2025/412/OCJ**
- SALARY** : R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
- CENTRE** : North West Division of The High Court: Mmabatho
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate; no experience All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of the legal terminology, court procedures, rules and environment, counter services, filing system, understanding of legislative governing the Public Service (Batho Pele & PSR), knowledge of Batho Pele Principles, computer literacy (Microsoft Office). typing skills (speed 35 words per minute) good communication skills (written and verbal). good interpersonal relations, planning and organization skills. good problem-solving skills. accuracy and attention to details. ability to work under pressure. good time keeping. Telephone etiquette. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Type court orders, court documents and reports. Type appeals, reviews, memorandums, reports, minutes, circulars, notice of set downs, witness statements and taxing master reports. Type Rule 6(12) orders and make available in terms of the rule. Type judgments. Sort and distribute incoming and outgoing files. Make amendments on judgments as per judges' request/instruction. Compile term roll, week roll and un/opposed motion roll and maintain registers. Draft term rolls for each court term in line with the Gazetted terms. Type supplementary rolls. Compile and submit relevant orders and judgments to relevant stakeholders. Send all judgments provided to the typing unit, in the required format, to the elected person (for reporting purposes on Saflii).
- ENQUIRIES** : Technical/HR enquiries: Mr OPS Sebatso Tel No: (018) 397 7064/7004
APPLICATIONS : Applications can be via email to: 2025/412/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity.

POST 06/64 : **USHER MESSENGER REF NO: 2025/413/OCJ**

SALARY : R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Gauteng Division of The High Court: Johannesburg
 Applicants should be in possession of ABET or (Equivalent qualification at NQF level 4), Grade 12 or equivalent qualification will be an added advantage No experience required. A driver's License will be an added advantage. a minimum of one (1) year' experience. in general administration will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Good communication skills, interpersonal skills, planning and organizing skills, computer skills (Intermediate). All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Escort Judges to court and attend proceedings, call the court to session, hand exhibits and documents between the counsel and Judge, assist in person litigants with court-on-line in the courtroom and in the general office, general messenger duties inside and outside of the court, collect and distribute post, parcels, files and documents, Photocopying of documents and Judgments, assist in other administration sections during term and recess as requested by Chief Registrar and Court Manager.

ENQUIRIES APPLICATIONS NOTE : Technical/HR related enquiries, Ms T Mbalekwa Tel No: (010) 494 8515
 Applications can be sent via email to: 2025/413/OCJ@judiciary.org.za
 OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 06/65 : **USHER MESSENGER REF NO: 2025/414/OCJ**

SALARY : R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Eastern Cape Division of The High Court: Mthatha
 Applicants should be in possession of ABET or (Equivalent qualification at NQF level 4), Grade 12 or equivalent qualification will be an added advantage No experience required. A driver's License will be an added advantage. a minimum of one (1) year' experience. in general administration will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Good communication skills, interpersonal skills, planning and organizing skills, computer skills (Intermediate). All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Escort Judges to court and attend proceedings, call the court to session, hand exhibits and documents between the counsel and Judge, assist in person litigants with court-on-line in the courtroom and in the general office, general messenger duties inside and outside of the court, collect and distribute post, parcels, files and documents, Photocopying of documents and Judgments, assist in other administration sections during term and recess as requested by Chief Registrar and Court Manager.

ENQUIRIES APPLICATIONS NOTE : Technical enquiries/ HR enquiries: Mr S Mponzo Tel No: (043) 726 5217
 Applications can be via email to: 2025/414/OCJ@judiciary.org.za
 The Organisation will give preference to candidates in line with the Employment Equity.

DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 09 March 2026
- NOTE** : The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at www.gov.za, and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. 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. The selection panel for Senior Management Services (SMS) positions will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment on SMS level can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment on SMS level will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s). The dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.

OTHER POSTS

- POST 06/66** : **DEPUTY DIRECTOR: SECURITY SERVICES REF NO: CMSB-027**
Overview: To manage the execution of physical security in the Department and to provide professional advice and direction regarding safety and security in the dtic. The role exists to ensure execution of the Minimum Physical Security Standards (MPSS) requirements
- SALARY** : R896 436 per annum (Level 11), (all-inclusive remuneration package)
- CENTRE** : Sunnyside, Pretoria
- REQUIREMENTS** : A qualification at NQF level 7 as recognized by SAQA in Security Management / Physical Security & Risk Management and registered with Private Security Industry Regulator Authority (PSIRA) (Grade A). 3-5 years managerial experience in security services in private /public services environment
Requirements: Proven experience managing physical security systems, access control, CCTV, alarms and electronic security. Experience managing contracts with security service providers and concessionaire arrangements. Experience conducting security risk assessments, TSCM (technical surveillance counter-measures) oversight and incident investigations. Experience in event security planning and compliance with SASREA and SAPS event requirements. Experience developing and implementing physical security strategies, policies, SOPs and MPSS-aligned standards. Experience maintaining asset registers for security equipment and managing lifecycle replacements. Experience in preparing security reports, analytics on incidents/alarms and presenting findings to senior management. Stakeholder

management experience with SAPS, SSA, DIRCO, metro police, and other external authorities. Experience supervising security teams and managing training, performance and PSIRA compliance for security staff and contractors. Knowledge of relevant legislation and frameworks (MPSS, MISS, PFMA, Public Service Regulations, PSIRA, Occupational Health & Safety, Firearms Control, SASREA Control of Access to Public Premises and Vehicles Act, 1985 (Act No. 53 of 1985) along with Government Notice 2142 of 6 October 1989, Criminal Procedure Act (51 of 1977), Disaster Management Act, Trespass Act, 1959 (Act No. 6 of 1959)

DUTIES

: Manage Physical Security & Safety of the dtic and its campus/ regional offices: Manage implementation of comprehensive physical security systems to protect staff, premises and assets. Analyse alarms, incident registers and operational data; plan and direct installation and maintenance of electronic security systems (CCTV, access control, X-ray, radios). Manage concessionaire security companies and ensure adequate guarding capabilities across campuses and regional offices. Oversee fire drills, emergency procedures and incident response (including lockdowns); conduct investigations into breaches and report criminal matters to SAPS where required. Ensure licences for registerable equipment (e.g., X-ray machines, radio equipment) are in place and asset registers are maintained. Perform security breach / incident investigations. Develop & Implement Policies, Norms & Standards: Conduct threat / risk assessments and develop appropriate mitigation strategies. Develop and manage departmental physical security policies, guidelines, norms and SOPs aligned to MPSS and legislative requirements. Maintain and update the physical security risk register; coordinate SAPS/SSA audits and ensure resolution of audit findings. Oversee TSCM exercises and manage removal/reporting of illicit surveillance; provide security awareness training and staff induction on security policies. Provide Security Services for Events: Coordinate event security for ministerial and departmental events in compliance with SASREA and SAPS event categorisation. Provide event security guidance and ensure operational requirements are met by venues, organisers and security providers. Stakeholder Management: Build and maintain relationships with SAPS, SSA, DIRCO, metro police, event organisers and other stakeholders to enhance campus and regional security. Support the Security Manager's Committee and liaise with external authorities on security matters. Reporting & Analysis: Compile monthly and quarterly reports on activities, security assessments, incidents and rectification plans. Collate analytics on alarms, breaches and crime trends to develop response plans and lessons learned reports. Prepare close-out reports for events and contribute to management reporting on thefts, losses and security breaches. Sub-Directorate Management: Monitor financial resources and assets of the unit, including oversight of guarding contracts and procurement of security equipment and services. Manage human resources of the sub-directorate, supervise staff, ensure PSIRA registration where applicable and implement performance management processes. Provide inputs into strategic and operational planning and ensure compliance with procurement and governance requirements.

**ENQUIRIES
NOTE**

: Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
 : In terms of the dtic's EE requirements, preference will be given to African males, Coloured females and White males. This position is being re-advertised with minimum requirements now included.

POST 06/67

: **MANAGER: CASE MANAGEMENT & ADMINISTRATION REF NO: SID&ET-094**
 Overview: To manage and develop the case management system, policies, procedures and processes, and to conduct research and report on case trends.

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum (Level 11), (all-inclusive remuneration package)
 : Sunnyside, Pretoria
 : A qualification at NQF level 7 in Public Administration/Public Management/ Law/ Business Administration/Records Management or relevant qualification. 3-5 years managerial experience in Case Management in private or public sector environment. Requirements: Demonstrated experience in managing cases and administration. Experience in policy and systems development. Working knowledge and experience of the B-BBEE Act. Knowledge of PFMA, National Archive Act / PAIA / PAJA, and King II Report and Corporate Governance. Analytical, report writing and presentation skills. Strong verbal

DUTIES

and written communication skills. Good time and conflict management abilities. Computer literacy (MS Word and Excel). Good project management skills. Planning and organizing skills. Sound interpersonal skills.

- : Develop policies and manage case management systems and processes: Conduct research and develop case management policies, processes and procedures. Monitor and ensure implementation and periodic review of case management policies and procedures. Establish and maintain service standards and turnaround times for case handling. System implementation and oversight: Facilitate creation, implementation and continuous improvement of a case management system. Guide stakeholders on the correct use of the system and ensure workflows align with departmental policies and statutory requirements. Monitor movement, registration and tracking of documents and cases. Registry management and archiving: Oversee courier and mailing services and ensure secure distribution of incoming and outgoing correspondence. Maintain a user-friendly registry and develop/maintain the archive system for long-term storage and accessibility. Ensure compliance with records management standards and Commission policies. Case management administration: Maintain compliance with departmental policies, regulatory requirements and applicable legislation (including B-BBEE provisions where relevant). Facilitate effective closure of cases and management of associated documentation. Reporting and analysis: Prepare timely and accurate case statistics, trend analysis and ad-hoc reports for senior management. Report on financial and operational risk related to case management activities. Generate management information to support decision-making. Sub-directorate management: Collate inputs for quarterly and annual reports, business plans and targets. Monitor financial resources and assets of the unit and give input into budget matters. Manage and develop sub-directorate staff, oversee performance management and training.

ENQUIRIES

- : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103

NOTE

- : In terms of the dtic's EE requirements, preference will be given to Coloured females, Coloured males and White males and people with disabilities.

POST 06/68

- : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: ODG-021**

Overview: To provide administrative and technical support in advising the dtic branches in identifying, assessing and evaluating risks that could prevent the achievement of business objectives.

SALARY

- : R468 459 per annum (Level 09)

CENTRE

- : Sunnyside, Pretoria

REQUIREMENTS

- : A qualification at NQF level 7 in Risk Management / Public Administration / Commerce / Finance / Internal Auditing. 3-5 years' experience in Risk Management in public or private sector environment. Key Requirements: Experience facilitating risk identification and assessment for business units or branches. Proven ability to develop and update risk registers and project risk registers. Experience drafting quarterly risk management templates and reports. Experience reviewing and analysing branch reports to identify recurring risks and trends. Experience delivering risk-awareness training and capacity-building workshops. Knowledge of risk governance frameworks and experience supporting risk committees. Experience coordinating responses to internal and external audit findings related to risk. Ability to conduct applied research and provide inputs to risk management policy and strategy. Experience in drafting risk appetite and tolerance frameworks. Project management skills and the ability to monitor action plans and implementation. Stakeholder management and advisory support to business units. Supervisory experience, including allocation of duties and performance management. Computer literacy (MS Office) and project management training evidenced on CV. Knowledge of Public Service Regulations, PFMA, Treasury Regulations and related governance frameworks.

DUTIES

- : Facilitate risk identification and assessment processes for each branch. Update and maintain risk registers for branches and projects. Obtain and collate feedback from senior managers on risk register updates and action plans. Ensure alignment of operational risks with strategic objectives. Draft quarterly risk management templates and consolidate branch inputs. Review and analyse branch reports to identify recurring risks and trends. Prepare quarterly reports for the Risk Management Committee. Conduct quarterly risk training and bi-annual risk webinars for the department. Provide ongoing advisory support and risk awareness interventions for branches. Contribute to

research and inputs for risk management policy and strategy. Consult and benchmark with other departments on risk management approaches. Draft risk appetite and tolerance frameworks and implement the risk management plan. Coordinate responses to internal audit and Auditor-General findings related to risk. Ensure risk information and supporting evidence are audit-ready. Supervise and allocate duties to staff; conduct quality control on outputs. Manage performance, conduct and discipline of supervisees and ensure staff development. Ensure staff are trained and developed to meet required service standard

ENQUIRIES
NOTE

- : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
- : In terms of the dtic's EE requirements, preference will be given to Coloured males, White males and people with disabilities.

DEPARTMENT OF TRADITIONAL AFFAIRS

It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan.

- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building or email to DTARecruit202605@cogta.gov.za
- FOR ATTENTION** : Director: Human Resource Management
- CLOSING DATE** : 06 March 2026
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the New Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit a CV and a Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. 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. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POST

- POST 06/69** : **DEPUTY DIRECTOR: LEGISLATION REF NO: 2026/05**
- SALARY** : R896 436 per annum (Level 11), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Law/Policy Development & management/Public Policy or equivalent qualification at NQF level 7 plus 5 years' experience at junior management/Assistant Director level with relevant experience in legislation or policy drafting. A valid driver's licence. Core and process competency: Strategic Capacity and leadership, Financial Management, Programme and Project Management; Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication, Communication (Verbal and written). Technical competencies: Legislation and Policy research and analysis; Legislative and policy drafting and reviewing; Traditional Leadership and Governance Framework; policy and legislation interpretation, National, Provincial and local government systems.
- DUTIES** : The successful candidate will perform the following duties: Conduct research related to traditional affairs legislation, regulations, policies and guidelines. Develop and review sector legislation, regulations, policies and guidelines. Facilitate the parliamentary process for traditional affairs legislation and regulations. Provide support in the interpretation and enabling implementation of approved or existing legislation. Provide administrative and financial support to the Directorate.
- ENQUIRIES** : Dr S Singh Tel No: (012) 334 5857

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from persons living with disabilities. It is the department's intention to promote representivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.



<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>CLOSING DATE</u>	:	09 March 2026 at 12:00 pm (Midday)
<u>NOTE</u>	:	Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification of all copies of qualifications will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za The National Treasury is compliant with the requirements of POPIA.

OTHER POSTS

- POST 06/70** : **DEPUTY DIRECTOR: LEGAL SERVICES REF NO: S014/2026**
Division: Office of The General-Counsel (OGC)
Purpose: To provide a comprehensive legal advisory service to the National Treasury and the Minister of Finance, through the management of litigation, attending to contracts and other legal instruments and furnishing legal advice.
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum, (all-inclusive)
: Pretoria
: A Grade 12 is required coupled with a minimum LLB degree or equivalent four-year Bachelor's. degree (equivalent to NQF level 8) in law. Admission as an Attorney with right of appearance in the High Court. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in a legal environment with specific reference to litigation and administrative law. Knowledge of International, Constitutional and Administrative law and also interpretation of Statutes. Legal interpretation and drafting skills.
- DUTIES** : Manage the drafting, vetting and negotiation of contracts and other legal instruments: Consult with clients on a wide range of corporate and commercial law matters. Negotiate contracts and other legal instruments in accordance with the client's requirements to the extent permissible in law. Draft and vet contracts in accordance with client's requirements to the extent permissible in law. Implement procedural improvements in the compilation of contracts. Record all new instructions accurately and ensure that all records are complete, accurate and easily accessible. Manage litigation on behalf of the Minister of Finance and National Treasury: Consult and liaise both internally and externally with stakeholders on litigation matters. Execute referrals and handling of litigation matters by the State Attorney. Assist with the preparation process of all Court cases and Tribunals. Investigate all claims and litigate, if necessary, related matters within the area of responsibility. Provide custody of all relevant documents and pleadings, including but not limited to summonses, instructions to attorneys, experts and trials. Ensure that where external resources are utilised the scope and costs have been approved by the Chief Director and the resources are managed in line with the agreed quality, milestones, deadlines and budget. Prepare legal pleadings, motions, etc. Represent clients at appropriate Forums. Provide support to the Directors on litigation matters. Provide legal advice: Analyse specific legal problems and assist in the development of legally sound and responsive solutions and strategies. Perform legal and/or factual research and investigations as specifically assigned, analyse data and recommend courses of action, as appropriate. Furnish legal advice on legal matters relating to the National Treasury's mandate. Assist with responses to Public Protector, commissions of enquiry, oversight bodies, etc. Manage the operations, systems and processes of the Directorate: Implement and manage service delivery standards. Develop and maintain effective and efficient systems to address internal and external risks. Provide inputs on legal reports, correspondence and other documents emanating from the Chief Directorate.
- ENQUIRIES** : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
- POST 06/71** : **DEPUTY DIRECTOR: IT AUDIT REF NO: S073/2025**
Division: Office of The Director-General (ODG)
Purpose: To manage the IT audit plan for NT, ASB, IRBA and GTAC in accordance with the planned IT audit methodology.
Re-advertisement.
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum, (all-inclusive)
: Pretoria
: A Grade 12 is required coupled with a minimum Bachelor of Technology degree (equivalent to NQF level 7) in Information Systems or Computer Science or Internal Auditing and Certified Information Systems Auditor (CISA). A certification as a Certified Information Security Manager (CISM) or Risk and Information Systems Control (CRISC) or Information System Security Practitioner (CISSP) will be an added advantage. A minimum of 4 years of which 2 years should be at an Assistant Director level or equivalent obtained in IT Auditing. Knowledge and experience of Strategic IT Governance, IT Risk

Management, IT Strategy, IT Contracts and Service Level Agreements. Knowledge of Information Security and IT Policies, Procedures, Software Licensing, Project Management, Audit Standards, Business Continuity and Disaster Recovery. Experience in Application Control Reviews, Business Process Mapping and Analysis and Data Analytics. Knowledge of General Control Reviews, Networking, Firewalls, Routers, Web Applications, External and Internal Threat and Vulnerability Assessments, Virtual Private Network, Wireless, Encryption, Operating Systems, Databases, Physical Security and Information Security.

DUTIES

: Strategic leadership and stakeholder management: Contribute to raising awareness of the Internal Audit division with specific emphasis on IT Audit through stakeholder engagement. Execute plans and guidelines to ensure completion of strategic and operational activities. Liaise, co-ordinate, establish and maintain good relations with stakeholders on audit related matters. Contribute towards initiatives or recommendations by the Audit Committee. Audit Process Risk assessment, audit plan, assurance and consulting services: Manage all IT audits and perform quality assurance. Contribute to the review of the annual risk assessment. Contribute to the development and alignment of the 3-year rolling audit plan and detailed annual IT audit plan based on the strategic and operational IT risks. Provide advice and guidance on IT Audits to be conducted and propose solutions for challenging technical related problems. Ensure completion of all IT audits as well as the findings register. Initial quality assurance of all IT audit reports before submission to the Senior Manager – IT Audit. Providing feedback and clarification to the client relating to IT audit reports, control and technology related matters Resource management: Manage and develop IT Audit resources to ensure effective and efficient delivery and overall achievement of IT Audit objectives. Develop the training plan for IT Audit. Perform resource allocation and prioritisation across IT audit projects. Process improvements and research: Keep abreast of global trends, new developments in the IT audit. Identify areas for improvement to ensure a sustainable Audit Strategy, IT Audit Methodology and Resource Plan to ensure continuity of IT audit services. Management reporting: Manage the IT audit reporting processes. Assist with the development of the audit committee packs. Present IT Audit reports to clients. Provide feedback on the progress against the approved IT audit plan.

ENQUIRIES

: enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

DEPARTMENT OF WATER AND SANITATION

<u>CLOSING DATE</u>	:	06 March 2026
<u>NOTE</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. 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. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS

<u>POST 06/72</u>	:	<u>CHIEF ENGINEER GRADE A: DAM SAFETY REGULATION REF NO: 060326/01</u> Branch: Regulation Compliance and Enforcement Dir: Dam Safety Regulation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 450 - R1 446 921 per annum, (all-inclusive OSD salary package) Pretoria Head Office An Engineering degree (B Eng / BSc (Eng) in Civil Engineering. Six (6) years post qualification experience in Civil Engineering field. Compulsory registration with ECSA as a Professional Engineer. The disclosure of a valid unexpired drivers license. Willingness to travel throughout South Africa for the execution of some of the duties. Extensive dam engineering experience related to design, flood hydrology, construction, management and safety of dams. Knowledge of the water sector and relevant legislation. Sound interpersonal, conflict resolution and leadership skills. Computer literacy and strong verbal and written communication skills.
<u>DUTIES</u>	:	Investigate, analyse and recommend classification of dams. Evaluate and investigate engineering aspects of license applications for the construction of new dams, alteration of existing dams, first filing and operational aspects of dams. Monitor the safety evaluation and investigation reports and carry out risk assessments. Follow up on dam safety betterment work with owners of dams. Develop/maintain guidelines and policies on dams with safety risk. Liaise with regional officials, dam owners, professional engineers and the public. Give presentations and advice on dam safety matters and legislation. Supervise and

- train Engineering Technicians as required. Generate reports and statistics to measure progress with the Dam Safety Programme.
- ENQUIRIES** : Mr WM Ramokopa at 082 328 4189
- APPLICATIONS** : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>
- NOTE** : This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.
- POST 06/73** : **ENGINEER PRODUCTION GRADE A-C (CIVIL) REF NO: 060326/02**
Branch: Infrastructure Management Head Office
Dir: Civil Engineering
Sd: Dam Design
- SALARY** : R879 342 – R1 323 267 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : An Engineering degree (B.Eng/ B.Sc. (Eng) in Civil Engineering. Three (3) years post qualification experience in water infrastructure related to dam design, construction and safety of hydraulic structures. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired drivers license. Excellent knowledge and understanding of engineering design and analysis, legal compliance, project management, strategic capabilities, and leadership. Excellent communication skills (written and verbal). Demonstrate appropriate knowledge and experience in the design and analysis of dams, computer applications and software used for these purposes. Demonstrate knowledge of current standards and practices of dam engineering especially in hydraulics and hydraulic structures, hydrology, geology, foundations, structural design, building materials, dam safety regulations, management of consulting engineers, contract administration and resolution of claims as well as computer applications, such as AutoCAD, SLIDE, spreadsheets and project planning software, and the ability to work independently. Demonstrate sound engineering judgement, have the ability to review, evaluate and/or assess Civil Engineering Designs completed by subordinates and/or consultants holistically.
- DUTIES** : Engineering design and analysis, reviews, and approvals of dams and their appurtenant structures. Plan and manage engineering projects throughout the entire project life cycle (ECSA Stages). Basic legal background and contract management skills for the implementation of civil engineering projects. Basic background of Service Level Agreements and interpretation of technical clauses. Excellent knowledge of Civil Engineering Specifications, Drawings, Bill of Quantities, Project Programming, cash flow projections. Ensure adherence to engineering standards and sound engineering principles on civil engineering projects. Ability to travel to Construction Sites monthly for Site Meetings, Quality Control and Quality Assurance processes. Prepare and contribute to design progress reports, design reports, site inspection/investigation reports, technical review comments and risk registers. Review and assess technical submissions, reports, drawings, and calculations for compliance with approved design criteria, applicable standards and guidelines, and contractual requirements. Promote skills transfer and development of candidate engineers. Manage resources and inputs for the facilitation of resource utilisation and the ability to work in a multidisciplinary engineering team. Research and development. Office administration and budget planning.
- ENQUIRIES** : Mr TN Burger Tel No: (012) 336 7694, Mr A Havenga Tel No: (012) 336 8814, Mr T Maphaqa Tel No: (012) 336 2106
- APPLICATIONS** : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

- POST 06/74** : **ENGINEER PRODUCTION GRADE A – C REF NO: 060326/03**
 Branch: Infrastructure Management Head Office
 Dir: Civil Engineering
 Sd: Open Channel Systems
- SALARY** : R879 342 - R1 323 267 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : An Engineering degree (B.Eng/ B.Sc. (Eng) in Civil Engineering. Three (3) years post-qualification engineering experience relevant to Water Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license is required as site visits and travel form part of the job description. Competency and experience in the implementation of civil engineering projects, as well as the design of hydraulic structures and water conveyance systems, is essential. Additional competencies and knowledge include engineering design and analysis, legal compliance, computer-aided engineering applications, project management, strategic capability and leadership, financial management skills, and excellent communication skills both verbal and written.
- DUTIES** : Plan and design civil engineering projects. Develop tender specifications. Perform reviews, approvals, and audits of engineering designs in line with established design principles, theories, and standards. Supervise engineering work and processes. Optimise design and cost-effectiveness of open channel projects, including risk management. Evaluate, edit, and authorise all designs, reports, engineering drawings, and specifications. Manage resources by preparing and consolidating inputs for effective utilisation. Manage consulting engineers and/or contractors, including contract administration and resolution of claims. Mentor and train Candidate Engineers and Technicians. Manage administrative, financial, and personnel-related functions. Technical Work Description: SD: Open Channel Systems (OCS) is a technical engineering design component that focuses mainly on the design and rehabilitation of large-scale bulk water conveyance infrastructure such as canals, inverted siphons, dam spillways, erosion protection, reject structures, energy dissipating structures, and others. All infrastructure related to National Water Infrastructure may fall under the mandate of SD: OCS, with a strong emphasis on the design of bulk water conveyance systems. Designing such systems introduces additional engineering challenges, which include (but are not limited to) the design of service roads, sub-soil drains, hydraulic structures, pump houses, chutes, retaining walls, embankments, bridges, super-passages, berms, and boundary fences etc. Engineering analyses such as hydrology, flood line studies, structural analysis, and slope stability analysis are also undertaken by SD: OCS. A strong background in Water Engineering is essential, while experience in Geotechnical Engineering, Structural Engineering, and Project Management will be considered advantageous. Proficiency in the following computer-aided design software packages will also be an added advantage: Hec-RAS, AutoCAD, AutoCAD Civil 3D, ArcGIS, Prokon, and Slide. Production Engineers working at SD: OCS must be able to write high-quality technical reports; therefore, medium- to high-level report writing skills are essential. Competence in Microsoft Word and Microsoft Excel is also of the utmost importance. Project management and contractual management of construction projects, as the Engineer or Engineer's Representative, form part of the job description. Production Engineers are also tasked with reviewing the work of their peers as well as managing and mentoring juniors working with them on projects. SD: OCS works closely with SD: Dam Design to design, construct, and test physical hydraulic models of dam spillways, based on the Froude Similarity theory.
- ENQUIRIES** : Mr. HH Luttig Tel No: (012) 336 8095
- APPLICATIONS** : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za>
- POST 06/75** : **CHIEF ARTISAN GRADE A (ELECTRICAL) REF NO: 060326/04**
 Branch: Infrastructure Management: Northern Operations
 Dir: Operations Southern
 Div: Electrical Maintenance
- SALARY** : R480 261 per annum, (OSD)
- CENTRE** : Hartbeespoort Area Office

- REQUIREMENTS** : Appropriate Trade Test Certificate in Electrical engineering. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. The disclosure of a valid unexpired driver's license. Technical report writing skills, Communication skills and Computer literacy (Word, PowerPoint, Excel, Outlook). Be able to read and interpret manufacturing drawings. Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential. Proven experience in staff supervision. Knowledge/Experience with SAP will be advantageous.
- DUTIES** : Manage the Electrical Workshop and ensure compliance to prescribed standards in ensuring safe and serviceable infrastructure (pumps, valves, sluices, auxiliary drives, cranes, water vessels, lighting, housing, transformers, induction and synchronous motors, knowledge of MV termination, generators, compressors, earthing and lightning protection, medium voltage switch gear and protection, control panels for pump-sets, valves and dam control gates, meters, general instrumentation and large controllers, electric circuits (cranes, gates, valves etc.), motor test, knowledge of electrical hydraulic circuitry, knowledge of motor connections and application thereof, fault finding etc.) on Government Water Schemes through planned maintenance schedule and unscheduled repairs and refurbishment projects. Be involved in the planning and execution of OPEX maintenance and CAPEX maintenance. Adhere to strict maintenance plan deadlines. Manufacture items from own planning and from design drawings source, liaise and request quotations from suppliers and ensure product compliance to specifications and standards. Accept appointment as a GMR 2.7 in accordance with the Occupational Health and Safety Act (OHSA) (Act 85 of 1993), responsible person for Electrical equipment. Evaluate and identify staff training needs and assist with training facilitation processes. Manage and evaluate staff performance on an on-going basis. Compile Weekly, Monthly and Quarterly maintenance performance reports. Work requires extensive travelling to remote areas and overnight stays on a regular basis. Standby and occasional overtime work, including weekends and public holidays, will be expected from time to time.
- ENQUIRIES** : Mr A Naicker at 082 853 4098
- APPLICATIONS** : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za>
- POST 06/76** : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: 060326/05**
Branch: Infrastructure Management: Southern Operations
Dir: Operations Southern
- SALARY** : R325 101 per annum (Level 07)
- CENTRE** : Gqeberha (Port Elizabeth)
- REQUIREMENTS** : A Grade 12/Senior certificate or equivalent qualification. Three (3) to five (5) years' experience in Human Resource matters. Knowledge of PERSAL. The disclosure of a valid unexpired driver's license. Knowledge of the Public Service Act, Public Service Regulations, and relevant Human Resources prescripts. Computer literacy. Knowledge of human resources functions, practices as well as the ability to capture data and collate administrative statistics. Knowledge of registry duties. Problem solving.
- DUTIES** : Implement human resources administration practices. HR provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at shortlisting and interviews, probation periods. Implement conditions of service and service benefits, Leave/PILIR, Housing, Medical, IOD, Long Service Recognition, overtime, relocation, Pension and allowances. Termination of service. Implement and approve transactions on PERSAL System. Performance management. Prepare reports on human resources administration issues and statistics. Address human resource administration enquiries. Liaise with internal and external stakeholders in relation to Recruitment and Selection. Implement termination of services. Implement appointments on PERSAL System. Keep filing records up to date. Keep and maintain the asset register of the component. Supervise human resources staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- ENQUIRIES** : Mr. CS Nzimande Tel No: (041) 508 9719
- APPLICATIONS** : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za>
- NOTE** : Preference will be given to candidates from the geographical area

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
PROVINCIAL TREASURY**

APPLICATIONS : Applications must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> (under Careers) and/or at <https://erecruitment.ecotp.gov.za> (Click: Jobs, to view vacancies without logging-in). The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the problem to: erecruitmentenquiries@ectreasury.gov.za. Do not submit any CVs to this email address; should you do so, your application will be regarded as lost and will not be considered. Hand-Delivered/ Emailed/ Faxed/ Posted applications will not be accepted.

CLOSING DATE : 06 March 2026. No Late applications will be accepted.

NOTE : Applications must be submitted on a Z83 form (an unsigned Z83 form will disqualify an application, however, the Z83 in the e-recruitment system is currently unassignable – applicants applied via the system must scan and upload the signed Z-83), obtainable from any Public Service Department or on the internet at <http://www.ectransport.gov.za/documents/Z83%20FORM.pdf> which must be signed and should be accompanied by a recently updated, comprehensive CV. The applicant must submit copies of qualifications, identity documents and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessment. The department welcomes applications from all racial groups. However, in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Women and people with disabilities are encouraged to apply.

OTHER POSTS

POST 06/77 : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: PT 01/02/2026**
Purpose: To support, monitor infrastructure performance of municipalities and contribute to funding framework and long-term planning for municipalities.

SALARY : R896 436 per annum (Level 11), (all-inclusive)
CENTRE : Bhishe
REQUIREMENTS : Degree (NQF level 7 as recognised by SAQA) in Civil Engineering. A minimum of 5 years' work experience in the Municipal Infrastructure Delivery (municipal

conditional infrastructure grant) of which 3 years should be at an Assistant Director Level. Previous experience in monitoring or working in municipal infrastructure performance environment is essential. Valid driver's licence is compulsory. Professional registration as Engineer or Technologist or Technician with Engineering Council of South Africa (ECSA) will be an added advantage. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service, Risk Management policies and practices, Supply chain management policies and practices, Asset Management policies and practices, Departmental policies and procedures, Understanding local government budgeting, monitoring and reporting system, Understanding of local government financial regulatory framework, Proven knowledge on local government legislation, Knowledge of Policy analysis and developments, Monitoring systems and processes. Budget submission. Strategic Capability and Leadership, Programme and Project Management. Budget and Financial Management, Planning and organising, Technical report writing, Negotiation and facilitation, Numeracy, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Creative thinking, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning.

DUTIES

: Conduct Technical Advisory Support and make inputs with the Assessment on Intergrated Infrastructure Planning Processes for Department and Municipalities in line with Infrastructure Delivery and Procurement Management: Assessment of Local Government Infrastructure Asset Management planning processes. Facilitate institutionalisation of Comprehensive Municipal Infrastructure Plans (CMIP). Analyse and report in infrastructure inputs into CMIP and IDP, (Roads and storm water services, wear services, sanitation services, waste disposal services, electricity services, community facilities and municipal buildings). Strengthen and support infrastructure institutional structures. Facilitate capacity building sessions in accordance with the approved Provincial IDMS and issued Framework for Infrastructure Delivery and Procurement Management (FIDPM). Assessment of capacity and training needs. Facilitate and conduct capacitation sessions on IDMS, FIDPM and relevant prescripts. Produce, Monitoring and Evaluation Assessment Reports on Budget and Expenditure Outcomes Affirmed Through Physical Verification of Infrastructure Projects for Department and Municipalities: Assessment of Section 71 reports. Validation and alignment between Municipalities database and sector specific reporting models. Verification of Value for money of project implemented by stakeholders. Assess and collect project data, conduct site visits to determine accuracy and completeness of projects on site. Monitor and Review Construction Procurement Strategy to Ensure Procurement Optimisation in Relation To FIDPM: To reduce real costs with incentive to remove waste from the process and delivery of better underlying value for money. Provide technical assistance to provincial departments and municipalities in the preparation of PPP/Concession schemes. Monitor technical due diligence and all environmental and social issues. Formulation of appropriate transaction structure and overall support up to financial closure. Manage Area Of Responsibility; Coordination of Estimate of Capital Expenditure (ECE) for the province. Manage resources and performance of expenditure review reports within the Directorate. Manage the performance, training and development of officials. Manage the budget, financial resources and physical assets.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Mr Z. Mahambi at 065 689 0216
For e-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za

POST 06/78

: **ASSISTANT DIRECTOR: LOGIS TRAINER REF NO: PT 02/02/2026**
Purpose: To provide LOGIS training and support services.

SALARY CENTRE REQUIREMENTS

: R468 459 per annum (Level 09)
: Bhishe
: A Degree (NQF level 7 as recognised by SAQA) in Information Systems / Financial Management / Supply Chain Management coupled with Minimum of 3 years' work experience in LOGIS Training related environment at an Officer level (Level 7 or higher). LOGIS Train-The-Trainer certificate will be added

advantage Skills And Competencies: LOGIS system Controller, LOGIS order, payment/BAS, Automated transit and posting, cost centre manager, Asset management and asset miscellaneous. LOGIS management reporting, LOGIS Train the Trainer, User profile Management, Advanced Excel, Microsoft Access / SQL. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising. Problem Solving and Decision Making, Project Management. Team Leadership and Computer literacy. Knowledge of Microsoft Office products (i.e. Excel, Word, Powerpoint, Access, etc) and Acrobat reader. Knowledge on the use of virtual meeting platforms (i.e. Microsoft Teams, Zoom, etc).

DUTIES : Provide Training Programmes for Transversal Logis System Users: Develop training plans and communicate to all departments. Prepare and update LOGIS training material. Conduct LOGIS training on all modules within LOGIS for client departments. Compile practical exercises and assessments. Mark the assessments and collate scores and submit results for review by training manager. Prepare and submit monthly and quarterly reports on the number of users trained and users passed. Co-ordinate National Treasury training/workshops. Maintain the user profile, group profiles and workflow management of the training environment. Produce monthly training statistics. Provide Training Anaysis for Continuous Improvement For Logis Transversal System Users: Compile, prepare and maintain LOGIS guidelines and training materials Develop standardise attendance registers. Provide mentorship and development for other trainers. Conduct Training Evaluation And Impact Analysis: Conduct review to class with regards to competency on the training conducted by means of a training exit survey. Bench-marking on best practice with National Treasury and other provincial departments with regard LOGIS training delivery. Conduct training impact analysis. Incorporate lessons learned in improvements to training programme. Conduct Training Need Analysis: Conduct training needs assessments and analysis. Determine LOGIS skills gaps in the relevant departments.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Mr Z. Mahambi at 065 689 0216
For e-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

The Department of Public Works & Infrastructure in the Eastern Cape is an equal opportunity, affirmative action employer. Women, Youth and persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS : Applications must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> (under Careers) and/or at <https://erecruitment.ecotp.gov.za> (Click: Jobs, to view vacancies without logging-in). The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the problem to: e-recruitment-bhisho@ecdpcw.gov.za Do not submit any CVs to this email address; should you do so, your application will be regarded as lost and will not be considered. Hand-Delivered/ Emailed/ Faxed/ Posted applications will not be accepted.

CLOSING DATE : 06 March 2026. No Late applications will be accepted.

NOTE : Applications must be submitted on a Z83 form (an unsigned Z83 form will disqualify an application, however, the Z83 in the e-recruitment system is currently unsingable – applicants applied via the system must scan and upload the signed Z-83), obtainable from any Public Service Department or on the internet at <http://www.ectransport.gov.za/documents/Z83%20FORM.pdf> which must be signed and should be accompanied by a recently updated, comprehensive CV. The applicant must submit copies of qualifications, identity documents and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day

of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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. The selection panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessment. The department welcomes applications from all racial groups. However, in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Women and people with disabilities are encouraged to apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for recommended candidates, to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment).

MANAGEMENT ECHELON

<u>POST 06/79</u>	<u>CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: DPWI 01/02/2026</u>
<u>SALARY</u>	R1 494 900 per annum (Level 14)
<u>CENTRE</u>	Bhisho
<u>REQUIREMENTS</u>	National Senior Certificate, Bachelor's degree in B.Com, Management Accounting, Financial Management (NQF L7 as recognized by SAQA, Post graduation qualification in Finance and serving articles will be an added advantage. Five (5) years' experience in Senior Management Level (within financial management). Pre Entry SMS or Nyukela Certificate is required prior appointment. A valid driver's licence. Knowledge And Skills: Relevant legislation and prescripts. Relevant Departmental policies and procedures. Public Finance Management Act. Public Service Act. Results/ Quality Management, Decision Making, Knowledge Management, Knowledge and understanding of legislative framework that governs the public service, Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury/Practice Notes, Treasury & DPSA Circulars, General Accounting Principles (GRAP), SCM Guidelines and Frameworks, Understanding Financial Management best practices, Financial Management Systems (PERSAL, BAS & LOGIS). Budget formulation and control, Financial reporting and audit coordination, Risk management and internal controls, Infrastructure funding frameworks and financial modelling, Government programmes, Information management, Citizen Focus and Responsiveness, Develop others, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation,

DUTIES

Analytical, Budget and Financial Management, Project/Management, Strategic Management, Motivational, Conflict Resolution/Problem Solving.

:
Oversee the management and provision of management accounting services: Ensure appropriate management, planning and compilation of the MTEF budget and adjustment estimates for the department. Oversee budget preparation process and budget monitoring for the department. Oversee the final draft budget preparation process and provide support to internal stakeholders' prior submission. Manage compilation and implementation of monthly forecasts. Oversee compilation and timely submission of monthly, quarterly and annual financial performance reports and provide recommendations and advice programmes to address significant variances. Ensure financial statements are submitted timeously in accordance with applicable standards and legislative requirements. Oversee provisioning Financial Accounting and Administration Services: Ensure development, monitoring and implementation of financial administration and accounting policies, systems and processes. Ensure the management of salary payments and rebates. Ensure the management of expenditure and general payments services. Oversee expenditure control systems to prevent over/under-expenditure and unauthorized, irregular, fruitless and wasteful expenditure (UIFW). Ensure provision of asset liability and debt management services. Oversee development, implementation, and monitoring of revenue management frameworks, systems, and processes to ensure effective billing, collection, and accounting of revenue generated by the department. Ensure management and provisioning of bookkeeping and financial accounting services. Oversee the provisioning of supply chain and asset management services: Oversee the development and monitoring on the implementation of supply chain management internal policies, systems and processes. Ensure the management of demand management services. Manage the provision of asset management services. Manage rendering services to and advise internal units with regards to demand and acquisition of services and goods. Ensure sound provisioning of supply and logistics management services. Ensure sound management and provisioning of procurement performance and compliance monitoring services. Ensure management of assets and fleet management services. Ensure accuracy, completeness and validity of financial reporting on departmental assets and accurate departmental asset register. Ensure the provision of internal control and compliance management services: Manage coordination on the implementation of audit recommendations. Oversee management of Fraud and loss in the department. Oversee management of Fraud Prevention. Ensure implementation of governance framework across the department. Ensure compliance monitoring in relation to policies, processes and procedures. Ensure implementation of corrective measures and preventative controls in respect of all financial risk and audit findings as per reports of the Auditor General and Internal Audit Unit. Ensure monitoring of operations on accounting systems, controls and procedures to ensure the integrity of financial information. Promote good corporate governance. Employee Performance: implementation and monitoring of the policy focused priorities as pronounced in the Departmental Policy Speech, Promote intergovernmental relations, integrated governance and sound stakeholder relationship, Management of Provincial transversal programs, Facilitation of minimum information security standards (MISS) and overall accountability of the Department. Key Government Focus Areas: Develop and implement an effective and efficient supply chain management system, Support international and regional integration programmes and commitments, Promote diversity and Transformation management Priorities, Promoted integrated Governance. Auditor General: Focus on the measurement of the extent of the departmental financial and legislative compliance, Ensure no material findings on non-compliance with legislation, Ensure financial statement is free from material misstatements. Organizational Performance: Ensure the development, implementation and review of the Departmental Strategic Imperatives, Focus on assessing the organizational performance based on the predetermined targets in the Annual Performance Plan, Ensure the audited Annual Report (AR) will be used to establish the extent in which the objective in the APP has been achieved.

ENQUIRIES

: Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

NOTE

: Preference will be given to White Male

OTHER POSTS

POST 06/80 : **CHIEF ENGINEER: INFRASTRUCTURE DELIVERY FOR HEALTH FACILITIES REF NO: DPWI 02/02/2026**

SALARY : R1 266 450 per annum, (OSD)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, Engineering degree (B Eng/ BSC Eng) or equivalent qualification with six (6) years post qualification experience required as a registered professional Engineer. Compulsory registration with ECSA as a Professional Engineer. A valid driver's license. Knowledge And Skills: Strategic capability and leadership, Problem solving and analysis, Decision making. Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organizing, Conflict management, Negotiation skills and Change management. Competencies: Programme and project management. Engineering, legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement.

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

ENQUIRIES : Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za

NOTE : Preference will be given to African Female

POST 06/81 : **CONTROL ARCHITECTURAL TECHNOLOGIST: INFRASTRUCTURE DELIVERY FOR EDUCATION FACILITIES REF NO: DPWI 03/02/2026**

SALARY : R933 396 per annum, (OSD)
CENTRE : Bhisho

<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor of Technology in Architecture (B Tech) or relevant qualification with six (6) post qualification Architectural Technologist experience required. Compulsory registration with SACAP as an Architectural Technologist. A valid driver's licence. Competencies: Project Management, Problem solving and analysis, Decision making, Team leadership, Creativity, Change management, Financial management, Customer focus and responsiveness, Communication, Computer skills, Planning and organizing and People management.
<u>DUTIES</u>	:	Manage technological advisory services: Plan technical support to architectures and associate professionals in site surveying, preparing measured drawings of existing building, collecting of practical information relating to the proposed project and prepare presentation drawings and model of the design. Manage and lead the design process, landscape design and presentation and preparation of working drawings that will serve as legal instruction to the building contractor to ensure that the building is built according to the working drawings and other legal documents. Ensure the adherence and promotion of safety standards in line with statutory and regulatory reequipments. Solve broadly defined technological challenges through application of proven techniques and procedures, and Develop, maintain and manage current technologies. Monitoring and Evaluation of technological designs: Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority and Identify and optimize technical solutions by applying architectural principles. Manage administrative and related functions: Provide inputs into the budgeting process, Compile and submit reports as required, Provide and consolidate inputs to the technological/ architectural operational plan, Ensure the development, implementation and maintenance database, and Manage and supervise technological and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures, Research/literature studies on architectural technology to improve expertise, To liaise with relevant bodies/ councils on architectural-related matters.
<u>ENQUIRIES</u>	:	Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to Youth, Coloured Female
<u>POST 06/82</u>	:	<u>DEPUTY DIRECTOR: ADMIN SUPPORT AND COORDINATION REF NO: DPWI 05/02/2026</u> (Office of the MEC)
<u>SALARY</u>	:	R896 436 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma in Public Management/ Public Administration (NQF level 6 as recognized by SAQA). Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. 3 years' experience at Assistant Director level and Working experience/knowledge of Ministry operations. A valid driver's license. Knowledge And Skills: Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Understanding of administrative procedures. In-depth understanding of public sector policies, regulations, and governance frameworks. Strategic and operational planning principles. Monitoring and evaluation. Government policies and planning systems. Government programme of action. Departmental mandates, programs, and service delivery imperatives. Political and public service dynamics within provincial and national government contexts. Presidency policies and procedures. Information management. Performance management. Planning and good Organizing skills. Good communication and interpersonal relations. Problem solving skills, Research, Report writing, Negotiation, Interpersonal relations, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, working in a team, Driving, Good verbal and written communication skills.
<u>DUTIES</u>	:	Manage administrative and coordination activities within the office of the Member of the Executive Council. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from

and within the office of the Executive Council. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the Executive Authority for consideration. Manage procurement, maintenance of equipment and administer budget allocation in the office of the Executive Council. Manage logistical support in the office of the Executive Council. Develop, implement and maintain a filing system for the office of the Executive Council. Manage registry in the office of Executive Council. Ensure documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with internal and external stakeholders with regards to matters relating to Public Works Portfolio. Brief the Head of Office on matters regarding the Executive Authority's portfolio on the agenda of Executive Council. Liaise with senior managers in the institutions within the Executive Authority's portfolio. Co-ordinate the activities of the Executive Authority's office. Provide support services to the Executive Authority: Manage the distribution of memoranda to executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of executive council and alert Head of Office and Executive Authority of actions to be taken and due dates. Manage the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates Ensure management, maintenance and safekeeping of assets.

- ENQUIRIES** : Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
- NOTE** : Preference will be given to African male
- POST 06/83** : **PROFESSIONAL ENGINEER PRODUCTION: INFRASTRUCTURE DELIVERY FOR PROVINCIAL DEPARTMENTS REF NO: DPWI 04/02/2026**
- SALARY CENTRE REQUIREMENTS** : R879 342 per annum, (OSD)
: Bhisho
: National Senior Certificate, Engineering degree (B Eng/BSC Eng) or relevant qualification with three (3) years post qualification engineering experience is required. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. Knowledge And Skills: Relevant legislation and prescripts. Relevant Departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable council registration legislation, procedures and conduct. Report writing. Technical skills. Client Focus. Networking. Computer Literacy. Diversity Management. Communication. Negotiation. Presentation. Project Management. Strategic Management. Conflict Resolution. Competencies: Programme and project management, Decision making, Team leadership, Analytical skills, Creativity, Sel-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organizing, Conflict management, Problem solving and analysis, People management, Change management and Innovation.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects, Develop effective cost solutions according to standards, Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, Develop tender specifications, Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice, and Approve engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidates engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, Supervise the engineering work and processes, and Administer performance management and development. Office administration and budget planning:

Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, Ensure adherence to regulations and procedures for procurement and personnel administration, Monitor and control expenditure, and Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures, Research/literature studies on engineering technology to improve expertise and Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272
 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
NOTE : Preference will be given to Youth, Indian Female with Disability

POST 06/84 : **CONSTRUCTION PROJECT MANAGER: CAPITAL WORKS REF NO: DPWI 06/02/2026**

SALARY : R879 342 per annum
CENTRE : Mthatha

REQUIREMENTS : National Senior Certificate, National Higher Diploma (NQF Level 6) in Built Environment Field with a minimum of 4 years and 6 months' certified experience/ Btech (NQF Level 7) in Built Environment Field with a minimum of 4 years certified managerial experience/ Honours Degree (NQF Level 8) in any Built Environment Field with a minimum of 3 years' experience. A valid driver's license. Compulsory registration with the SACPCMP as Professional Construction Project Manager. Knowledge and Skills: Public Service Regulations, Public Service Act. Departmental service delivery principles, PFMA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. Provincial Growth and Development Plan for the Eastern Cape All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project Management. Strategic Management. Motivational Skills. Conflict Resolution / Problem Solving Skills. Competencies: Leadership skills. Client management. Analytical skills. Project management. Research and development. Computer literacy. Change management. Knowledge of legal compliance. Technical report writing. Networking. Problem solving and analysis. Solutions-oriented. Planning, Organizing and execution. Decision making. Teamwork.

DUTIES : Manage and co-ordinate all aspects of projects: Guide the project planning. Implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resource needed and assign individual responsibilities; Manage day-to-day operational aspects of a project of scope and effectively apply methodology and enforce project standards to minimize risk on projects. Project Accounting and Financial Management: Report project progress to Head of Buildings-Capital Works; and manage project budget and resources. Office Administration: Provide inputs to other professionals with tender administration; Liaise and interact with service providers, client and management; contribute to the human resources allocated related activities; maintain the records management system and the architectural library; and utilize resources allocated effectively. Research and Development: Keep up with new technologies and procedures; research/literature on new developments on projects management technologies; and liaise with relevant bodies/councils on project management.

ENQUIRIES : Ms. V Potelwa Tel No: (047) 505 2835/ Mr. V. Sokhahleleka Tel No: (047) 505 2768
 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

NOTE : Preference will be given to African Female.

POST 06/85 : **CHIEF ARTISAN: GRADE A (X3 POSTS)**

SALARY : R480 261 per annum, (OSD)
CENTRE : **Queenstown Depot** Ref No: DPWI 07/02/2026 (Preference will be given to Youth, Indian Female)

Whittlesea Depot Ref No: DPWI 08/02/2026 (Preference will be given to Youth, White Female)

Cala Depot Ref No: DPWI 09/02/2026 (Preference will be given to Youth, White Male with Disability)

<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate within the built environment with ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid driver's licence. General Knowledge: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development Technical Competencies: Technical design and analysis knowledge, technical report writing, technical consulting, computer aided technical applications, legal compliance, production process knowledge and skills, teamwork, interpersonal skills, communication skills. problem solving and analysis, decision making, Planning & Organizing, computer skills, management, customer focus and responsiveness.
<u>DUTIES</u>	:	Manage technical services. Lead and guide the rendering of technical services in field and workshops. Facilitate and monitor promotion of safety in line with statutory and regulatory requirements. Provide quality assurance services in line with specifications. Manage maintenance of technical services. Manage servicing of all makes of technical equipment and facilities. Maintain the technical infrastructure. Manage and monitor undertaking daily preventative and maintenance work. Manage administrative and related functions. Provide input into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Manage updating of database. Manage human and physical resources. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs. Financial Management Control and monitor expenditure trends. People Management. Maintain and advance expertise.
<u>ENQUIRIES</u>	:	Ms. N. Ndawo Tel No: (045) 807 6676 / Ms. S. Nenene Tel No: (045) 807 6677 / Ms. S. Gongqa Tel No: (045) 087 6706
<u>APPLICATIONS</u>	:	e-recruitment Technical Enquires: erecruitment-bhisho@ecdpw.gov.za
<u>POST 06/86</u>	:	<u>CHIEF WORKS INSPECTOR: ELECTRICAL REF NO: DPWI 10/02/2026 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum East London
	:	A National Diploma (T/N/S streams) or equivalent, or a N3 and passed trade test in electrical, or registration as an Engineering Technician. 3-5 years of appropriate experience. A valid driver's license. Knowledge And Skills: Building Regulations, Quality Control of all building works, Management of people, risk, change and promotion of teamwork, Management, OHS. Competencies: Good verbal, writing and communication skills, conflict management skills, computer literacy, client orientation and customer focus skills, report writing skills, self-management.
<u>DUTIES</u>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required through inter alia the following: Prepare specifications for unplanned maintenance and minor new work, develop a bill of quantities, develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures, through inter alia the following: Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained, compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken, develop, implement and maintain an electronic record system for work being done and work that was finalized, develop progress reports on outstanding and finalized work. Analyze and compile relevant project documentation for new and existing structures, through inter alia the following: develop and interpret plans and sketches, draw-up quotation documents and compile specification, bills of quantities and bid documents, adjudicate and provide recommendations on quotations and bids, liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project sites through inter alia the following: Advice and guide contractors in respect of the compliance to legislation and procedures, verify invoices and certify progress of payments, check and process variation orders and make recommendations on requests for extension of deadlines, brief contractors and consultants on projects and certify

claims for fees, ensure effective contract administration, facilitate and resolve problems emanating from projects and develop progress reports on projects. Gather and submit information in terms of the extended public works programme. Supervise the performance and conduct of Works Inspectors through inter alia the following: Identify skills development needs and provide training and development opportunities for Works Inspectors, provide advice and guidance on the interpretation and application of legislation, policies and procedures, ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated, monitor the proper utilization of equipment, stores and expenditure, administer the departmental performance management and development system.

ENQUIRIES : Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 7115763
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

NOTE : Preference will be given to African Male and Indian Female.

POST 06/87 : **ARTISAN FOREMAN: GRADE A (X2 POSTS)**

SALARY CENTRE : R382 047 per annum, (OSD)
Zwelitsha Depot Ref No: DPWI 11/02/2026 (Preference will be given to African Male)
Peddie Depot Ref No: DPWI 12/02/2026 (Preference will be given to African Female)

REQUIREMENTS : Trade Test Certificate in any Built environment with five (5) years' post qualification experience required as an Artisan. A valid driver's license. General Knowledge: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Technical Competencies: Technical design and analysis knowledge, technical report writing, technical consulting, computer aided technical applications, legal compliance, production process knowledge and skills, teamwork, interpersonal skills, communication skills. problem solving and analysis, decision making, Planning & Organizing, computer skills, management, customer focus and responsiveness.

DUTIES : Design: Supervise and produce designs according to client specifications and within limits of production capability. Production: Conduct quality assurance of produced objects, produce projects with material and equipment according to job specification and recognized standards. Maintenance: Inspect equipment and / or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and / or facilities against specification. Quality assured service and maintained equipment. Perform administrative and related functions: Update register of maintained and repaired faults. Compile and submit reports, Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling of works. Maintain and advance expertise: continuous individual development to keep up with new technologies and procedures. Research/Literature studies on technical/engineering technology to improve expertise.

ENQUIRIES : Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 7115763
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 06/88 : **LEGAL ADMIN OFFICER (MR1) REF NO: DPWI 13/02/2026**

SALARY CENTRE : R252 855 per annum, (OSD)
Bhisho

REQUIREMENTS : National Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). No previous postgraduate legal experience is required. Knowledge And Skills: Knowledge of the Constitution, PFMA, Civil Procedure, PAJA, PAIA, POPIA, computer literacy, analytical thinking, legal drafting, dispute resolution, negotiation skills, legal research, good verbal and written communication skills, willingness to learn, take initiative and contribute to unit's objectives.

DUTIES : Display an understanding of drafting legal documents that provide clear motivation/justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Understand and have a basic knowledge of legal research principles. Display an understanding of case law relevant to the legal matter at hand and be guided in presenting motivation/proposals on how the specific case should be approached to obtain desirable/justifiable outcome. Display knowledge and

		understanding of interviewing principles for the purpose of determining client's goals and objectives. Suggest possible course of action in relation to legal entitlements and client instructions and discuss these with a supervisor. Accurately document an interview/ advice given.
<u>ENQUIRIES</u>	:	Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to White Female with Disability.
<u>POST 06/89</u>	:	<u>ARTISAN CARPENTRY: GRADE A: MAINTENANCE (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum, (OSD) Libode Depot Ref No: DPWI 14/02/2026, (Preference will be given to Youth, White Female) Port STJohns Depot Ref No: DPWI 15/02/2026, (Preference will be given to Youth, Coloured Male) Fort Beaufort Depot Ref No: DPWI 16/02/2026 (Preference will be given to African Male) East London Ref No: DPWI 17/02/2026 (Preference will be given to African Female)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate (Carpentry). A valid driver's license. General Knowledge: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Technical Competencies: Technical design and analysis knowledge, technical report writing, technical consulting, computer aided technical applications, knowledge of legal compliance, production process knowledge and skills, teamwork, interpersonal skills, communication skills. problem solving and analysis, decision making, planning & organizing, computer skills, management, customer focus and responsiveness.
<u>DUTIES</u>	:	Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/ or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specification. Quality assured service and maintained equipment. Perform administrative and related functions: Update register of maintained and repaired faults. Compile and submit reports. Keep and maintain job record. Provide input into operational plans. Supervise and mentor staff. Maintain expertise: continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Mthatha posts: Ms. V Potelwa Tel No: (047) 505 2835/ Mr. V. Sokhahleleka Tel No: (047) 505 2768 East London posts: Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5763 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 06/90</u>	:	<u>ARTISAN BRICKLAYING: GRADE A MAINTENANCE REF NO: DPWI 18/02/2026</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum, (OSD) Libode Depot
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate (Bricklaying). A valid driver's license. General Knowledge: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Technical Competencies: Technical design and analysis knowledge, technical report writing, technical consulting, computer aided technical applications, knowledge legal compliance, production process knowledge and skills, teamwork, interpersonal skills, communication skills. problem solving and analysis, decision making, Planning & Organizing, computer skills, management, customer focus and responsiveness.
<u>DUTIES</u>	:	Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/ or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specification. Quality assured service and maintained equipment. Perform administrative and related functions: Update register of maintained and repaired faults. Compile and submit reports.

		Keep and maintain job record. Provide input into operational plans. Supervise and mentor staff. Maintain expertise: continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Ms. V Potelwa Tel No: (047) 505 2835/ Mr. V. Sokhahleleka Tel No: (047) 505 2768
		e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to White Male.
<u>POST 06/91</u>	:	<u>ARTISAN PAINTING: GRADE A MAINTENANCE (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum, (OSD)
	:	Mthatha Depot Ref No: DPWI 19/02/2026 (Preference will be given to Youth, Indian Female)
	:	Fort Beaufort Ref No: DPWI 20/02/2026 (Preference will be given to Youth, African Female with Disability)
	:	Queenstown Depot Ref No: DPWI 21/02/2026 (Preference will be given to Youth, Indian Female with Disability)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate (painting) with valid driver's license. General Knowledge: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Technical Competencies: Technical design and analysis knowledge, technical report writing, technical consulting, computer aided technical applications, knowledge legal compliance, production process knowledge and skills, teamwork, interpersonal skills, communication skills. problem solving and analysis, decision making, Planning & Organizing, computer skills, management, customer focus and responsiveness.
<u>DUTIES</u>	:	Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/ or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specification. Quality assured service and maintained equipment. Perform administrative and related functions: Update register of maintained and repaired faults. Compile and submit reports. Keep and maintain job record. Provide input into operational plans. Supervise and mentor staff. Maintain expertise: continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Ms. V Potelwa Tel No: (047) 505 2835/ Mr. V. Sokhahleleka Tel No: (047) 505 2768
		Fort Beaufort posts: Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: 043 711 5763
		Queenstown posts: Ms. N. Ndawo/ Ms. S. Nenene/ Ms. S. Gongqa Tel No: (045) 807 6676/ 6677 /6706
		e-recruitment Technical Enquires: erecruitment-bhisho@ecdpw.gov.za
<u>POST 06/92</u>	:	<u>ARTISAN ELECTRICAL: GRADE A MAINTENANCE REF NO: DPWI 22/02/2026</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum, (OSD)
	:	Mthatha
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate (electrical) with valid driver's license. General Knowledge: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Technical Competencies: Technical design and analysis knowledge, technical report writing, technical consulting, computer aided technical applications, legal compliance, production process knowledge and skills, teamwork, interpersonal skills, communication skills. problem solving and analysis, decision making, Planning & Organizing, computer skills, management, customer focus and responsiveness.
<u>DUTIES</u>	:	Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/ or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specification. Quality assured service and maintained equipment. Perform administrative and related functions: Update register of maintained and repaired faults. Compile and submit reports.

		Keep and maintain job record. Provide input into operational plans. Supervise and mentor staff. Maintain expertise: continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Ms. V Potelwa Tel No: (047) 505 2835/ Mr. V. Sokhahleleka Tel No: (047) 505 2768 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to Youth, African Female.
<u>POST 06/93</u>	:	<u>HR CLERK: RECRUITMENT AND SELECTION (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Bhisho Ref No: DPWI 23/02/2026 (Preference will be given to Indian Female) Queenstown Ref No: DPWI 24/02/2026 (Preference will be given to Youth, Indian Male)
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience required. Knowledge & Skills: Basic Conditions of Employment Act. Batho Pele Principles, Interpersonal skills, Problem Solving and Organizing skills. Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS Outlook and PowerPoint).
<u>DUTIES</u>	:	Human Resource Provisioning Services. Process advertising of positions, recruitment, selection and filling of positions. Process validation of qualifications. Process assumption of duties. Process issuing of letters of appointment contracts. Process confirmation of probation appointments. Process personnel utilization through transfers, translations in rank, promotions and secondments.
<u>ENQUIRIES</u>	:	Bhisho posts: Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Queenstown posts: Ms. N. Ndawo/ Ms. S. Nenene/ Ms. S. Gongqa Tel No: (045) 807 6676/ 6677 /6706 e-recruitment Technical Enquires: erecruitment-bhisho@ecdpw.gov.za
<u>POST 06/94</u>	:	<u>HR CLERK: CONDITIONS OF SERVICE (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Bhisho : Ref No: DPWI 25/02/2026 (Preference will be given to White Female) Mthatha : Ref No: DPWI 26/02/2026 (Preference will be given to White Male with Disability) Mount Ayliff : Ref No: DPWI 27/02/2026 (Preference will be given to Youth, White Male with Disability)
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience required. Knowledge And Skills: Basic Conditions of Employment Act. Batho Pele Principles Interpersonal, Problem Solving and organizing skills. Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS Outlook and PowerPoint).
<u>DUTIES</u>	:	Execute functions relating to: Conditions of service for DPWI and Public Service staff, e.g. Leave administration. Rendering an exit management service. Render general administrative duties regarding service benefits. General administrative duties.
<u>ENQUIRIES</u>	:	Bhisho posts: Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272 Mthatha posts: Ms. V Potelwa Tel No: (047) 505 2835/ Mr. V. Sokhahleleka Tel No: (047) 505 2768 Mount Ayliff posts: Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 06/95</u>	:	<u>ADMIN CLERK: CAPITAL WORKS REF NO: DPWI 28/02/2026</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Gqeberha
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience required.
<u>DUTIES</u>	:	Assist in rendering administrative support to the Unit, assist in collating and compilation of Unit reports, and ensure the effective flow of information and documents. Assist with the leave management of the Unit to assist the district.

		Liaise with District for procurement processes. Ensure safe keeping of all documentation in the office of the Unit.
<u>ENQUIRIES</u>	:	Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 903 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Preference will be given to Youth, Coloured Male.
<u>POST 06/96</u>	:	<u>ADMIN CLERK: DISTRICT COORDINATION: EPWP REF NO: DPWI 29/02/2026</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Aliwal North
<u>REQUIREMENTS</u>	:	National Senior Certificate. No experience required. Knowledge: Public Finance Management Act (PFMA); Prescripts; DORA, PEPs, Public Service Regulations, BBBEE Act, EPWP Policy. EPWP phase 3 guidelines National Development Plan. Ministerial Determination. Constitution of the Republic of South Africa, Act No.108 of 1996.Occupational Health and Safety Act. Computer literacy skills. Diagnostic skills. Analytical skills. Problem solving skills. Policy development skills.
<u>DUTIES</u>	:	Office Support-Organize venue for meetings, and bookings. Attend to incoming and outgoing correspondence. Writing of minutes. Liaise with Public bodies regarding general administrative-related issues. Provide support to the secretariat for the functional steering committees in accordance with EPWP norms & standards. Facilitate the Data capturing of DPW&I and Public Bodies in the EPWPRS -Liaise and engage with Municipalities and Public Bodies within the O.R Tambo Region. Verify information for accuracy, compliance, and completeness. Execute the filling system for the unit. Conduct monthly monitoring of information captured versus information in the system. Implementation of Performance Information-Conduct site verification visits to check compliance with EPWP guidelines and information captured in the EPWP RS. Collections of Attendance and Payment Registers Copies, Employment Contracts of Participants. Conduct file verification of DPWI Projects. Check compliance of information and create a compliance template for each project. Create individual files for each EPWP Project. Procurement Service to EPWP Directorate- Facilitate the Shifting of funds and monitor Budget to prevent under- and overspending. Execution of a procurement system for accommodation, venues, stationery, fuel claims, and other goods and services for the programme. Control of procurement process to ensure that all documentation and signatures are correct. Control and ensure that Incurred Expenditure is kept up to date.
<u>ENQUIRIES</u>	:	for Aliwal North posts: contact Mr. M. Tshwaku/Ms. H. Galeni Tel No: (051) 611 9800 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Preference will be given to Youth, African Male.
<u>POST 06/97</u>	:	<u>SCM CLERK: LOGISTICS (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Mount Ayliff Ref No: DPWI 30/02/2026 (Preference will be given to Youth, Coloured Male with Disability) Aliwal North Ref No: DPWI 31/02/2026 (Preference will be given to Youth, African Male with Disability)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. No experience required. Knowledge & Skills: Public Service Regulations, 2001 as amended, Public Finance Management Act (PFMA), Constitution of the Republic of South Africa, Act no 108 of 1996, Preferential Procurement Policy Framework Act (PPPFA), Broad-Based black Economic Empowerment (B-BBEE), Public Administration, Public Services Legislation, Management of diversity, Supply Chain Management Framework. Communication, Teamwork, Reliability.
<u>DUTIES</u>	:	The utilization of LOGIS module to generate Commitment: Authorize requisitions on selection RQAT, Teamwork on approved on Logis and provision advise generated. Render logistical support services: Place orders for goods, receive goods from supplies, Capture goods in registers databases, Receive request for goods from end users, Maintain goods register, Update and maintain register of suppliers. Reconciling requisition to orders: Ensure that the requisition captured on Procurement Integration, Ensure that information is correctly captured, Ensure that the captured allocations, is according to the Budget (BAS report), Verify if the correct supplier is captured and the approved

quotation, Receive and return of Goods and Services: The commitments are kept in the 0-9 file awaiting on delivery, Upon delivery, services are confirmed to be rendered, Receipt and issuing on the Logis system are captured and verified, Documents are recorded on a register, and forward to payments.

ENQUIRIES : Mount Ayliff posts: Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942
: Aliwal North posts: Mr. M. Tshwaku/ Ms. H. Galeni Tel No: (051) 611 9800
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 06/98 : **REGISTRY CLERK: CORPORATE SERVICES REF NO: DPWI 32/02/2026**

SALARY : R228 321 per annum (Level 05)
CENTRE : Queenstown
REQUIREMENTS : Grade 12 or equivalent qualification. No Experience required. Knowledge & Skills: National Archives guide and Record Service, Basic Conditions of Employment Act. Batho Pele Principles. Department Policy occupational health and safety. Public Finance Management Act. Legislative Requirement: COIDA. Public Service Act. PFMA and National Treasury Regulations. Public Service Act. Public Service Regulations. Skills: Verbal and written Communication. Interpersonal relation Problem solving. Organizing skills.

DUTIES : Provide registry counter services: Attend to clients. Handle telephone and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render effective filing and record management services: Opening and closing files according to record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function: Open and maintain franking machine register. Frank post, record money and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal: Electronic scanning files. Sort and packages files for archives and distribution. Compile list of all documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRES : Ms. N. Ndawo Tel No: (045) 807 6676 / Ms. S. Nenene Tel No: (045) 807 6677 / Ms. S. Gongqa Tel No: (045) 087 6706
e-recruitment Technical Enquiries: erecruitment-bhisho@ecdpw.gov.za

NOTE : Preference will be given to Youth, Coloured Female.

POST 06/99 : **DRIVER: HEAVY DUTY REF NO: DPWI 33/02/2026**

SALARY : R163 680 per annum (Level 03)
CENTRE : Port ST Johns
REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent). A valid driver's licence (minimum of code EC). Five (5) years' driving experience. General Competencies: Communication, ability to read and write, good eyesight and teamwork. Technical competencies: Operation of the equipment, physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles, Interpret and follow operating manuals, maintenance manuals and service charts.

DUTIES : Drive Heavy duty vehicles: Transportation of work teams and materials/equipment, detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water), inspection of vehicles/equipment and report defects, complete vehicle logbook, trip authorization for the vehicle.

ENQUIRIES : Ms. V Potelwa Tel No: (047) 505 2835/ Mr. V. Sokhahleleka Tel No: (047) 505 2768
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

NOTE : Preference will be given to Youth, White Female.

POST 06/100 : **SECURITY OFFICER REF NO: DPWI 34/02/2026**

SALARY : R163 680 per annum (Level 03)

<u>CENTRE REQUIREMENTS</u>	:	Mount Frere Depot
	:	National Senior Certificate. Basic security officer's course. Grade C registration with PSIRA. No experience required. Knowledge And Skills: Knowledge of the access control procedure Knowledge of measures of control and movement of equipment & stores Prescribes security procedures e.g MIS, NISA, Protection of Information Act, Emergency Procedures. Communication skills, Read and write.
<u>DUTIES</u>	:	Perform access control functions Determine appointments/ or services that the visitors require Contact relevant employee to confirm appointment or refer visitor to the relevant service delivery point Complete or ensure that the admission control register is completed Issue admission control documents/cards as required Escort visitors to relevant employees/venues where Lock and unlock entrances Ensure that unauthorized persons and dangerous objects do not enter the building/premises Follow-up on incidence Undertake building/premises patrols Identify and check doors are locked or unlocked as required Check water leaks and that taps are closed Identify and check fire hazards, exposed electrical contacts and other fire hazards Check lights, switch on and off as required Check suspicious objects and packages and report Apply emergency procedures Ensure safe keeping of equipment, documents and stores of the Department Complete registers to control the movement of equipment, stores and documents Confirm that no equipment, stores and assets of the department leave the building/premises unauthorized Inspect vehicles entering and leaving the premises Gather information and report on missing and stolen equipment and stores Handle documents at points of entry according to classification and the prescript.
<u>ENQUIRIES</u>	:	Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	(Preference will be given to Youth, Indian Male with Disability)
<u>POST 06/101</u>	:	<u>CLEANER: FACILITIES MANAGEMENT REF NO: DPWI 35/02/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE REQUIREMENTS</u>	:	Mount Ayliff
	:	ABET Level 4 or NQF Level 1. No experience required. Knowledge & Skills: Knowledge of general work and cleaning services. Communication skills. Be able to read and write.
<u>DUTIES</u>	:	Provision of cleaning services: Cleaning office corridors, elevators and boardrooms by: dusting and waxing office furniture, sweeping / scrubbing and waxing of floors, vacuuming and shampooing floors, cleaning walls / windows and doors, emptying and cleaning of dirt bins, collecting and removing of waste papers, freshening of the office areas. Clean general kitchens by: cleaning basins, wash and keep stock of kitchen utensils. Cleaning the restrooms by: refilling hand wash liquid soap, replace toilet papers/ hand towels and refreshers, empty and wash waste bins. Keep and maintain cleaning materials and equipment: Report broken cleaning machines and equipment, cleaning of machines (microwaves, vacuum cleaners etc.) and equipment after use, request cleaning materials.
<u>ENQUIRIES</u>	:	Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to Youth, White Male and African Female with Disability.

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH**

- APPLICATIONS** : Directions to applicants: Applications must only be done via the online recruitment platform for the Department at: <https://ihealth.fshealth.gov.za/e-Recruitment>
- CLOSING DATE** : 06 March 2026
- NOTE** : Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The application must indicate the correct Job title, the office where the position is advertised and the Reference number as stated in the advert. Failure by the applicant to fully complete the application form will lead to disqualification of the application during the selection process. Applications filed by hand on the Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or post. Failure to upload and submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. All shortlisted candidates, including SMS shall undertake two pre-assessments. One will be a practical exercise to determine a candidate's suitability based on posts technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

- POST 06/102** : **PHARMACIST GRADE 1-3 REF NO: MMD/P/06/2026 (X1 POST)**
- SALARY** : Grade 1: R848 862 per annum
Grade 2: R917 634 per annum
Grade 3: R1 001 349 per annum
- CENTER REQUIREMENTS** : Mangaung Metro District
- : Appropriate qualification that allows you registration with the South African Pharmacy Council as a Pharmacist. Registration with the Professional Council. Registration with the South African Council as a Pharmacist. **Grade 1:** None after registration with the SAPC as Pharmacist with SAPC in respect of SA-qualified employees. And 1-year relevant experience after registration as a pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees., of whom it is not required to perform community services as a required in South Africa. **Grade 2:** A minimum of 5 years appropriate/recognizable experience as a Pharmacist after registration with SACP in respect of qualified employees, 6 years relevant experience after registration as a Pharmacist with recognized foreign qualified Health Professional Council in respect of foreign qualified employees. Of who it is not required to perform community services as required in South Africa. **Grade 3:** A minimum of 13 years appropriate/recognizable experience as a Pharmacist with SAPC in respect of Sa qualified employees. And 14 years of relevant experience after registration as a Pharmacist with a recognized foreign Health professional Council in respect of foreign qualified employees, of whom it is not

required to perform community services as required in South Africa. Inherent requirements of the job: Valid driver's license. Willingness to perform after-hours duties when required. Competencies/Skills: Knowledge of the Acts about the practice of pharmacy and national and provincial health policies. Knowledge and, insight and previous similar experience in a Primary Health Care setting. Ability to cope under pressure and maintain a high standard of professionalism. Skills And Knowledge: Verbal and written communication, time management, good interpersonal relations. Ability to work under pressure and deliver within tight deadlines, strong ability to build and work as a team member, computer literacy.

DUTIES : Effectively manage pharmaceutical stock through effective ordering, receipt, control and provision of stock., including its disposal. Ensure quality provision of pharmaceutical care by adhering to policies and guidelines outlined by South African Pharmacy Council, National Drug Policy, and national and provincial treatment guidelines. Effectively manages the human resources, finances and administrative aspects relating to the clinic pharmacy. Effectively promote rational drug use and antibiotic stewardship. Ensure the clinics pharmacy compliance with relevant legislation and adherence to good pharmacy practice. Render comprehensive, professional and quality pharmaceutical service in the form of support. assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislations. Reading and preparations of prescriptions, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container. Dispensing of medication: Giving medicine information and patient counselling in order to supply patients with their prescribed medicines to ensure better health and patient outcomes. Deliver emergency services. Management and control of medicine stock: Issuing of ward stock and scheduled medication, calculating stock levels, conduct ward rounds, check emergency trolleys/rooms, visit clinics, control expired medication, maintain drug registers (schedule 5,6, and donation). Ensure adherence to the supply chain management procedures and to the statutory regulations (Pharmacy act, Medicines control act). Supervision of Pharmacist Assistants. Where acting as a responsible Pharmacist: Control and supervise the staff. Register pharmacy facility to comply with the pharmacy act.

ENQUIRIES : Mr. TA Mokoqo Assistant Director: Admin and Support at 067 422 5555
NOTE : No payment of any kind is required when applying for this post.

POST 06/103 : **ASSISTANT MANAGER PHC(PNB4) REF NO: MMD/ P/07/2026 (X1 POST)**

SALARY : R755 355 per annum
CENTER : Mangaung Metro District (Thaba Nchu LA)
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with the South African Nursing Council as a Professional Nurse plus a post –basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Professional Nurse. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification. At least 3 years of the period referred to must be appropriate/ recognizable experience at Management level. Attach proof of working experience endorsed by Human Resource. Valid driver's license. Skills And Knowledge: Experience in the Primary Health Care Settings. Monitor and analyses data quality assessment. Ability to work under pressure and deliver within tight deadlines. Travelling extensively and work extra hours. Strong ability to build and work as a team member. Computer literacy. Good Communication Skills. Strong Management and leadership skills.

DUTIES : Support re-engineering of primary health care to promote access to quality health care service. Implement the assessments, compliance and attainment of ideal clinic status for all facilities in the local area. Conduct regular support visits to the clinics. Provide the supervisory role of human resource management. Provide financial management and procurement processes efficiently and effectively. Provide leadership and guidance on information management for the local area performance timeliness, reliability, validity accuracy and completeness identity. Develop and monitor risks within the local area of responsibility. Support and oversee the implementation of key priority programs.

ENQUIRIES : Mr. TA Mokoqo Assistant Director: Admin and Support at 067 422 5555

<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 06/104</u>	:	<u>CLINICAL NURSE PRACTITIONERS Gr 1-2 (PNB1) REF NO: MMD/P/08/2026 (X3 POSTS)</u>
<u>SALARY</u>	:	R476 367 per annum
<u>CENTRE</u>	:	Mangaung Metro District
<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing or equivalent qualifications that allows registration with SANC as a Professional Nurse. Registration with the SANC. A post-basic nursing qualification with a duration of at least one year in Primary Health Care. A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. skills and knowledge: Driving Skills. Verbal and written communication, time management, good interpersonal relations. Ability to work under pressure and deliver within tight deadlines, travelling extensively and work extra hours, strong ability to build and work as a team member, computer literacy.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with standards and within professional and legal framework. Provision of safe patient care. Maintenance of accurate patient records. Effective utilization of resources: Maintenance of stock and equipment's in accordance with clinical and economic imperatives. Provision of support to nursing services.
<u>ENQUIRIES</u>	:	Mr. TA Mokoqo Assistant Director: Admin and Support at 067 422 5555
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 06/105</u>	:	<u>OPERATIONAL MANAGERS PHC (PNB3) REF NO: MMD/ P/09/2026 (X10 POSTS)</u>
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Mangaung Metro District
<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing or equivalent qualifications that allows registration with SANC as a Professional. Nurse in general nursing. A post basic Clinical Health Science Specialty with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Professional nurse. Atlest 5 years of the period referred above must be appropriate /recognizable experience in the Specialty area after obtaining the 1year post basic qualification. Attach proof of working experience endorsed by HR. Valid driver's license. skills and knowledge: Driving Skills. Verbal and written communication, time management, good interpersonal relations. Ability to work under pressure and deliver within tight deadlines, travelling extensively and work extra hours, strong ability to build and work as a team member, computer literacy, strong management and leadership. Coordinate, monitor and analyses data quality assessment. Knowledge of financial management.
<u>DUTIES</u>	:	Provide holistic nursing care to patients at a cost effective, efficient and equitable manner. Provide and monitor clinical health science practices and mentoring. Manage and implement quality assurance program and attainment of quality standards of the facility for service deliveries. Monitor data and manage information to improve on performance indicators. Apply knowledge of human, finance and information resources and related policies.
<u>ENQUIRIES</u>	:	Mr. TA Mokoqo Assistant Director: Admin and Support at 067 422 5555
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 06/106</u>	:	<u>PHARMACIST ASSISTANTS (POST BASIC) GRADE I-3 REF NO: MMD/ P/10/2026 (X6 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE</u>	:	Mangaung Metro District
<u>REQUIREMENTS</u>	:	Registration with the South African Pharmacy Council as a Pharmacist Assistant (post basic). Grade 1: None after registration with the SAPC as Pharmacist with SAPC as Pharmacist Assistant (Post Basic). Grade 2: A minimum of 5 years appropriate/recognizable experience as a Pharmacist Assistant (Post Basic) after registration with SACP. Grade 3: A minimum of 13 years appropriate/recognizable experience as a Pharmacist Assistant (Post Basic) after registration with SAPC. Skills and Knowledge: Verbal and written communication, time management, good interpersonal relations. Ability to work

- under pressure and deliver within tight deadlines, strong ability to build and work as a team member, computer literacy.
- DUTIES** : Procure, store and distribute medical stock throughout the facility. Optimally counsel patients. Inform staff in all facility with regard to medicine, relative medicine costs and cost-effective usage. Provide pharmaceutical service to primary health care facilities in the district. Collect information for research purposes. Provide an effective support service to the Pharmacist in the District.
- ENQUIRIES** : Mr. TA Mokoqo Assistant Director: Admin and Support at 067 422 5555
- NOTE** : No payment of any kind is required when applying for this post.
- POST 06/107** : **DENTAL ASSISTANTS REF NO: MMD/ P/10/2026 (X5 POSTS)**
- SALARY** : Grade 1: R217 092 per annum
- CENTRE** : Mangaung Metro District
- REQUIREMENTS** : Qualification that allows registration with the Health Professional Council of South African (HPCSA) as a supervised Dental Assistant. Certificate of registration with (HPCSA) as a Dental Assistant in category of supervised practice. Current registration with the Health Professional Council of SA. Dental procedure isolation techniques. Four years (4) years appropriate experience assist patients with activities of daily living (physical care). Code 10 drivers licence recommended. Skills and Knowledge: Verbal and written communication, time management, good interpersonal relations. Ability to work under pressure and deliver within tight deadlines, strong ability to build and work as a team member, computer literacy.
- DUTIES** : Prepare dental instruments and materials for various Oral procedures. Maintain infection control in dental clinic. Collect and record patient health information, instrument transfer and dental charting. Assist operator in patient management during dental procedures.
- ENQUIRIES** : Mr. TA Mokoqo Assistant Director: Admin and Support at 067 422 5555
- NOTE** : No payment of any kind is required when applying for this post.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ENVIRONMENT**

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House, Johannesburg. For assistance with online applications, visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall at Thuso House next to Home Affairs.
- FOR ATTENTION** : Ms. Iris Thanjekwayo at 072 788 2364– Recruitment
- CLOSING DATE** : 06 March 2026, 16h00. No late applications will be considered.
- NOTE** : Applications quoting the relevant reference number must be submitted on the New Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applications with the old Z.83 form will not be considered. A New Z.83 form must be fully completed, duly signed and initialled by the applicant. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates must accompany the application form. Applications are not required to submit copies of qualifications and other relevant documents on application. Communication regarding certified documents will be limited only to the shortlisted candidates. Successful completion of the Senior Management Pre-Entry Programme (Nyukela certificate) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. 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. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Coloureds and Indians are encouraged apply). To facilitate this process successfully, an indication of race, gender and disability status is required. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). General information. The Department will not accept posted and emailed applications. The Gauteng Department of Agriculture, Rural Development and Environment reserves the right to fill or not fill the advertised posts. If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 06/108** : **DEPUTY DIRECTOR-GENERAL: ENVIRONMENT REF NO: REFS/035453**
- SALARY** : R1 813 182 per annum, (all-inclusive salary package which can be structured according to the individual's needs).
- CENTRE** : Johannesburg (Head Office)
- REQUIREMENTS** : Matric plus post graduate qualification (NQF level 8) in Environmental Science/Management/Natural Science/Business Management/Administration recognized by SAQA. 8 years of experience at a senior managerial level. Valid driver's license. Competencies: Knowledge of Departmental policies and procedures and Government priorities. Understanding of government standard administrative procedures, Knowledge and understanding of PFMA, Treasury Regulation, PSA, PSR, Labour relations etc. Reporting procedures, Information system, SA Constitution and Employment Equity Act,1998. Interpreting and Evaluating Information, Organizing/maintaining information, communicating information, Computer Literacy, Listening and negotiation, Tact and diplomacy, Discipline, Financial Management. Attributes: Committed, Initiative, Objective, Logical, Proactive and resourceful, Flexible/change

		orientated, Credible, Loyal and friendly, open-minded, Responsible and accountable. Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and conflict management, People Orientated, Verbal and written communication.
<u>DUTIES</u>	:	Manage the rendering of reactive compliance and enforcement services. Manage compliance monitoring and enforcement services. Manage and administer the provision of compliance, monitoring and enforcement regarding national environmental management biodiversity act. Manage the implementation of environmental impact mitigation to promote sustainable development and a safe healthy environment. Manage the promotion of sustainable development of quality of life by promoting acceptable ambient air quality and manage hazardous substances and other related anthropogenic activities. Manage the implementation of waste management strategies and waste information systems, issue waste authorizations, support local government to render appropriate waste management services and promote waste minimization in Gauteng. Render administrative support to environmental management services. Empower communities to manage natural resources through job creation, skills development and awareness opportunities. Ensure and manage the integration of environmental policy, planning and coordination services. Promote the conservation and sustainable utilization of the province's biological diversity to the benefit and upliftment of the quality of life. Manage and provide biodiversity scientific services. Render administrative support to biodiversity management services. Oversee and ensure discipline. Assess the performance of management. Consolidate and manage of budget for executive support directorate. Authorise, control and monitor the budget and expenditure.
<u>ENQUIRIES</u>	:	Ms. Iris Thanjekwayo at 072 788 2364
<u>POST 06/109</u>	:	<u>CHIEF DIRECTOR: CORPORATE MANAGEMENT SERVICES REF NO: REFS/035459</u>
<u>SALARY</u>	:	R1 494 900 per annum, (all-inclusive salary package which can be structured according to the individual's needs).
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification (NQF level 7) in Public Management/Administration/ Human Resource Management/ Industrial Psychology or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience at a senior managerial level in corporate services environment. Valid driver's license. Competencies: Knowledge of Departmental policies and procedures and Government priorities, Knowledge and understanding of PFMA, Treasury Regulation, PSA, PSR, Labour relations etc. Reporting procedures, Information system, SA Constitution and Employment Equity Act,1998. Interpreting and Evaluating Information, Organizing/maintaining information, communicating information, Computer Literacy, Listening and negotiation, Tact and diplomacy, Discipline, Financial Management. Attributes: Committed, Initiative, Objective, Logical, Proactive and resourceful, Flexible/change orientated, Credible, Loyal and friendly, open-minded, Responsible and accountable. Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and conflict management, People Orientated, Verbal and written communication.
<u>DUTIES</u>	:	Manage the provision of legal advisory services in Department. Manage and facilitate the provision of information communication and technology management services. Manage the provision and facilitation of infrastructure and operational support services. Manage and monitor the provision of security and facilities services. Manage the provision of communication and event management services. Manage and coordinate the provision of strategic management services. Manage and monitor the provision of human resource management services. Manage the provision of human resource development. Manage the resources of the Chief Directorate (Human, Financial, Equipment/Assets).
<u>ENQUIRIES</u>	:	Ms. Iris Thanjekwayo at 072 788 2364

POST 06/110 : **DIRECTOR: RISK ANTI-CORRUPTION & INTEGRITY MANAGEMENT REF NO: REFS/035460**

SALARY : R1 266 714 per annum, (all-inclusive salary package which can be structured according to the individual's needs).

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : Matric plus an undergraduate qualification (NQF level 7) in Risk Management or related field as recognised by SAQA. A minimum of 5 years' experience at middle or senior management level in Risk management environments. a valid driver's licence. Competencies: Leadership, Management, Planning, Organizing, People management, Service Delivery, Communication, Decision Making, Problem solving, Report writing, Teamwork, Risk management, Customer management, Innovation/ continuous improvement, Analytical, Negotiations, Computer literacy, Project management, Flexible. Knowledge of Departmental policies and procedures, Government Priorities, Risk management policies and frameworks, Reporting procedures, Information system, SA Constitution, Employment Equity Act,1998. Ability to Interpret & Evaluate Information, Verbal and written communication, Organizing/maintaining information, communicating information, Computer Literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork, Discipline, Financial Management. Business acumen, Team Leader, Strategist, Flexible/Change oriented, Problem-solving ability, Responsive, Interpersonal relations, Customer focus, Loyal and friendly, Open-minded, Responsible and accountable.

DUTIES : Manage the provision of enterprise risk management services. Conduct strategic risk assessment. Conduct operational risk assessment. Develop and review the risk management strategy. Coordinate monthly progress reporting against the risk register. Develop and monitor the organisational risk management plan. Ensure training of risk officials and risk committee members. Prepare monthly and quarterly reports for risk management committee. Develop and review organisational risk management policy. Manage the implementation, development and monitoring of business continuity plans. Establish BCP governance structures. Develop policies and standards related to disaster recovery. Ensure that business continuity plans are in place. Ensure alignment with regulatory requirements. Promote the implementation of code of conduct and ensure ethical environment. Develop, implement and maintain policies, procedures and systems. Identify risk and threats related to ethical environment. Conduct ethics and integrity awareness for the department. Promote financial disclosure system. Develop and maintain internal anti-corruption systems. Investigate all allegations of fraud and corruption received from internal and external persons. Conduct research on latest fraud and corruption legislation and develop educational programmes. Develop and implement fraud prevention and anti-corruption strategies. Conduct fraud risk assessment. Develop and monitor the fraud prevention plan. Provide strategic direction for the directorate. Research and keep abreast of best practice initiatives and developments within the directorate. Develop business/ strategic plan for the directorate and align it with Chief Directorate and ensure implementation thereof. Oversee the development and implementation of operational plans for the directorate. Develop and coordinate a service delivery improvement plan. Manage resources (Human/ Finance/Equipment/ Assets). Ensure proper implementation of budget by monitoring, projecting and reporting expenditure. Ensure proper spending in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement strategic goal. Manage the human resource development of employees in the directorate. Enhance and maintain employee motivation.

ENQUIRIES : Ms. Iris Thanjekwayo at 072 788 2364

POST 06/111 : **DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: REFS/035461**

SALARY : R1 266 714 per annum, (all-inclusive salary package which can be structured according to the individual's needs).

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : Requirements: Matric plus undergraduate (NQF Level 7) in ICT / Information Communication Technology / Computer Science / or a relevant ICT-related field as recognised by SAQA. A minimum of 5 years' experience at middle or senior

management level in ICT management environment. Valid driver's licence. Competencies: Knowledge, understanding and implementation of the Department of Public Services (DPSA) State Information Technology Agency (SITA) Act, Information Technology Governance Framework, Internal and External Audits, ICT Risk Management, ICT strategy development, Operational plans Implementation and general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Managerial Competencies: Visionary leadership, change management, planning and organising, financial management, people management and development, project management, service delivery innovation. Generic Competencies: Business acumen, customer management, results/quality management, analytical thinking, decision making, innovation and creativity. Technical Competencies: Knowledge of System Development Life Cycle, ICT security management, project management, risk management, database design and administration (SQL, MySQL), data centre operations, software development tools, networking principles, IT governance frameworks (COBIT, ITIL, ISO), business analysis, disaster recovery, data analytics and integration solutions. Skills: ICT Regulations and standards (CobIT, ITIL, ISO etc. Business Analysis, Innovative development technologies, DBMS technologies, Project management skills, Information and data Security. Risk assessment and mitigation, Disaster recovery technologies.

DUTIES

: Manage the provision of infrastructure and operational support services. Manage the provision of desktop support services to the Department. Manage the provision of support and maintenance of the servers. Manage the provision of support and maintenance of all the networks. Manage the provision of support and coordination of departmental telecommunication services (telephony, video conferencing etc.). Manage innovative business solutions, development and implementation. Manage the automation and digitization of information and business processes. Manage ICT projects. Manage the provision of reliable, secured, quality information and data analytics through integration of business solutions. Develop and ensure implementation, maintenance, training and provide support business applications. Manage and implement ICT governance and policy frameworks. Provide ICT service management and manage ICT projects. Develop and ensure implementation of ICT policy and ICT security. Develop and facilitate the implementation of IT policies. Ensure ICT continuity and ICT change management. Manage acquisition and management of ICT solutions (Software, Hardware and Goods & Services). Manage ICT service desk 4. Provide strategic direction for the Directorate. Research and keep abreast of the best practice initiatives and developments within the directorate. Develop business/ strategic plan for the directorate and align it with Chief Directorate and ensure implementation thereof. Oversee the development and implementation of operational plans for the directorate. Develop and coordinate a service delivery improvement plan. Manage resources (Human, Financial, Assets). Manage and ensure proper implementation of budget by monitoring, projection and reporting of expenditure. Consolidate budget and ensure proper spending in line with strategic objectives. Ensure optimal utilization and functionality of equipment/assets. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of employees in the directorate. Enhance and maintain employee Motivation

ENQUIRIES : Ms. Iris Thanjekwayo at 072 788 2364

POST 06/112

: **DIRECTOR: COMMUNICATIONS REF NO: REFS/035462**

SALARY

: R1 266 714 per annum, (all-inclusive salary package which can be structured according to the individual's needs).

CENTRE REQUIREMENTS

: Johannesburg (Head Office)

: Matric plus undergraduate qualification (NQF level 7) in Communications/ Public Relations/ Media Liaison/Journalism as recognized by SAQA. A minimum of five (5) years' experience in middle or senior managerial level in communications environment. Valid driver's license. Competencies: Knowledge of GPG policies and procedures, Relevant legislation and Public Service Regulations, understanding of expectations of customers, Knowledge of Contracts, Management information, Project management methodologies, Policy development and change management. Knowledge and understanding of Financial Management, Project Management. Planning and Organising, Proactive and resourceful. Attributes: Innovative, Team player and flexible,

Client Orientated, Quality orientated, cost conscious, Influential, strategic, Presentation skills, Communication skills, Analytical skills, Leadership skills and report writing skills.

- DUTIES** : Manage development, implementation and execution of the department's integrated communications strategy, encompassing internal and external communication, media and social media engagement, stakeholder relations, events, and digital platforms, including the department's internet and intranet. Manage inter-departmental and inter-governmental platforms to ensure aligned, coherent and impactful communication. Manage the department's media liaison function and broader media ecosystem. Lead content strategy, creation and editorial oversight across all communication platforms. Manage the development and implementation of stakeholder engagement strategies, policies and procedures and overseeing the planning and delivery of departmental campaigns, events, exhibitions and activations. Manage the department's editorial, publications and content programmes, including the coordination and production of statutory and corporate publications. Manage media liaison and monitoring services. Oversee content distribution across traditional, digital and social media platforms, as well as governance. Ensure proper implementation of budget by monitoring, projecting and reporting expenditure. Manage resources (Human/ Finance/Equipment/ Assets).
- ENQUIRIES** : Ms. Iris Thanjekwayo at 072 788 2364

DEPARTMENT OF HEALTH

- APPLICATIONS** : Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459. Applications must be submitted on a (PDF Format only) to the following E-Recruitment Email: TMHRecruitmentHR@gauteng.gov.za
- CLOSING DATE** : 13 March 2026
- NOTES** : Applications must include only completed and signed new Form Z83, obtainable from any Public Service Department or on (www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of Identity document, Senior Certificate and highest required qualification as well as a driver's licence where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. NB: 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 other must be an integrity (ethical conduct) assessment.

OTHER POST

- POST 06/113** : **ASSISTANT MANAGER NURSING SPECIALTY AREA PN-B4 (THEATRE/ICU) REF NO: REFS/TMH/2026/02/01 (X1 POST)**
Directorate: Nursing Services

- SALARY** : R755 355 – R 863 667 per annum, plus benefits
- CENTRE** : Tambo Memorial Hospital
- REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of ten (10) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Atleast six (6) years of the period referred to above must be appropriate/ recognizable experience in the speciality after obtaining the one-year post-basic qualification in either ICU/ Theatre. Atleast three (3) years of the period referred to above must be appropriate/ recognizable experience at a Management level. Diploma/ Degree in Nursing Administration, Computer literacy, knowledge and insight of Nursing processes, procedures, statutes and other relevant public service acts.

Decision and problem-solving skills, interpersonal and conflict management skills. Knowledge of Ideal hospital framework, norms and standards, Batho-Pele principles. Good communication skills, supervisory and analytical skills. Basic understanding of Human Resources and Financial management policies and practices.

DUTIES

: Manage and co-ordinate the implementation of holistic, comprehensive, specialized Nursing care in the intensive care unit, theatre and CSSD in conjunction with team members within a professional and legal framework. Ensure the maintenance of quality care standards in the ICU, Theatre and CSSD services. Ensure adequate supervision of staff and personal quality cost effective and efficient patient care. Ensure effective utilization of all infection control and prevention practices by all staff including support services and cleaning staff. Supervise the implementation of health care delivery policies procedures, clinical guidelines and protocols, operational and strategic plans aimed at improving service delivery. Execute disciplinary code and grievance procedure up to the required level and then refer to the Deputy Manager Nursing. Facilitate implementation of departmental priorities and National Core Standards. Monitor and evaluate the care, ensure effective data management. Ensure that ethics and professionalism is maintained, demonstrate effective communication with staff, patients and multidisciplinary and other stakeholders.

ENQUIRIES

: Mrs. C.M Malekane Tel No: (011) 898 8311

OFFICE OF THE PREMIER

APPLICATIONS

: should be sent to RecruitmentHOD.Premier@gauteng.gov.za, quoting the relevant reference number to Human Resources Administration. No late applications will be considered.

CLOSING DATE

: 06 March 2026

NOTE

: NB: Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. 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. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Qualifying applicants should submit their application on the, New Application Form (Z83), found on www.dpsa.gov.za, Received applications using the incorrect application for employment (old Z83) will not be considered. Each employment application must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, driver's licence etc., will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications, we envisage to receive, applications will not be acknowledged. Should you not be contacted within 03 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling/ not to fill any vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

<u>POST 06/114</u>	:	<u>HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT OF ENVIRONMENT REF NO: REFS/GEVN/2026/01</u> (3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
<u>SALARY</u>	:	R2 352 642 – R2 650 223 per annum, (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Department.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A relevant post graduate qualification (NQF Level 8 in terms of SAQA standards) in Environmental Management, Environmental or Natural Sciences, Environmental Studies, Public Administration, Public Management, Business Management and a minimum of ten (10) year's relevant experience at senior management level. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance, exceptional reporting skills and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours and travel extensively.
<u>DUTIES</u>	:	Serve as an Accounting Officer of the Department in accordance with the provisions of the PFMA. Manage and promote conservation and sustainable utilization of biological resources. Oversee the empowerment of communities to manage natural resources through environmental awareness and capacity building programmes. Oversee the integration of climate change and environmental policy, planning and coordination. Oversee the provision of strategic administrative support with regards to biodiversity management and environmental management services. Promote equitable and sustainable use of ecosystem goods and services to contribute to economic development. To promote the protection and management of Gauteng natural resources and environment. Oversee management of the six nature reserves in Gauteng. Ensure the advancement of the eco-tourism in the province. Support sustainable development, including waste management, recycling and the development and utilization of green technologies and processes. Oversee the development, implementation of environmental compliance monitoring systems, enforcement of legislation and environmental authorizations. Oversee the provision of environmental quality management service (pollution and waste, air quality and environmental impact authorizations and assessments). Oversee the monitoring of compliance with regard to permits issued by the Department. Oversee the provision of strategic administrative support with regard to enforcement and regulatory compliance. Ensure that the Department achieves a clean audit. Oversee a system and formalized process that enables the department to identify, assess, manage, and monitor Departmental key risks. Implement effective governance structures. Oversee the implementation of risk, anti-corruption, and integrity management strategies. Promote professional ethics and combat corruption. Ensure the effective implementation of the Gauteng Green Economy Strategy and climate change mitigation and adaptation interventions and overall management of the Department's programmes by aligning all departmental plans with the National Development Plan (NDP), National and Provincial Government Strategic Objectives, Transformation, Modernisation and Reindustrialisation (TMR) Programme and GGT 2030. Ensure sound governance, ethical leadership, and effective performance management within the department. Strengthen intergovernmental relations and stakeholder engagement, including municipalities, SOEs, civil society, and the private sector.
<u>ENQUIRIES</u>	:	Ms Pange Radebe at (066) 315 6970

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH**

- APPLICATIONS** : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216. or hand delivered to the box main gate behind the security office. Applicants can send their Z83s and CVs using the following email address: HGRH.Recruitment@kznhealth.gov.za
- FOR ATTENTION** : Mr. T.C. Manyoni
- CLOSING DATE** : 13 March 2026
- NOTE** : The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2025. Copies of Qualifications, Registration Certificates and driver's license must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. 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. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office no later than 16h00 on weekdays.

OTHER POSTS

- POST 06/115** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 PSYCHIATRY DEPARTMENT
REF NO: MED 01/2026 (X1 POST)**
- SALARY** : R2 084 754 – R2 212 680 per annum, (package). Other Benefits: 13th Cheque, Plus 18% Inhospitable Area Allowance, Commuted Overtime AND Medical Aid: Optional (Employee must meet Prescribed Requirements)
- CENTRE** : Harry Gwala Regional Hospital
- REQUIREMENTS** : Senior Certificate/ National Senior Certificate. MBCHB Qualification PLUS Registered as a Specialist Psychiatrist with the Health Professions Council of South Africa (HPCSA). FCP Psych (SA). MMed or Equivalent. Three years' experience after Registration with the HPCSA as Medical Specialist: Psychiatrist. Unendorsed valid code EB driver's license (Code 08). Clinical, administration and management's abilities. Experience and knowledge of mental health services. Knowledge of teaching and training health care professionals in mental health leadership, communication and organizational skills, program planning, implementing and evaluation. Knowledge and ability to develop programs focused on psychosocial rehabilitation and management of substance abuse commodity with mental illness. Management of resources. Experience in providing expert opinion in Psychiatry. Clinical research skills and computer literacy. At least 1 year management and administration experience.
- DUTIES** : Provide specialist psychiatric care, assessment and evaluations of mental healthcare users (MHCUs) both in institution and community where indicated.

Provide academic teaching and clinical training to the students and trainees in Medical, Nursing and Allied Professions. Provide Specialist advice guidance and training to the clinical paramedical and management staff both within the tertiary services and as part of outreach to Area 2. Participate in development guidelines, protocols and referral pathways for the management of MHCU's. Ensure the effective, efficient and economical use of allocated resources inclusive of human resources stimulate, participate in and supervise research. Stimulate, participate and supervise research. Ensure all relevant policies and clinical protocols are in place. Participate in all hospital committees. Ensure that clinical audits are performed.

**ENQUIRIES
NOTE**

: Dr. K.J. Gabela Tel No: (033) 395-4005
 : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

POST 06/116

: **MEDICAL SPECIALIST GRADE 1/2/3 PAEDIATRICS DEPARTMENT (PMB METROPOLITAN HOSPITALS COMPLEX) REF NO: MED 02/2026 (X1 POST)**

SALARY

: Grade 1: R1 341 855 – R1 422 810 per annum, (package)
 : Grade 2: R1 531 032 – R1 623 609 per annum, (package)
 : Grade 3: R1 773 222 – R2 212 680 per annum, (package)
 : Other Benefits: 13th Cheque, Plus 18% Inhospitable Area Allowance, Commuted Overtime and Medical Aid: Optional (Employee must meet Prescribed Requirements)

**CENTRE
REQUIREMENTS**

: Harry Gwala Regional Hospital
 : Senior Certificate/National Senior Certificate. MBCHB Qualification, Plus FC Paeds (SA) OR equivalent. Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics or as a registrar in Paediatrics. Experience Required: **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA in the Anaesthetic Department. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA in the Anaesthetic Department. 5 years' experience after registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in the Anaesthetic Department. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Certificate of Service endorsed by HR Department must be attached. **Grade 3:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA in the Anaesthetic Department. 10 years' experience after registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in the Anaesthetic Department. Foreign candidates require 11 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Certificate of Service endorsed by HR Department must be attached. Outstanding clinical skills in field of Paediatrics preferably obtained in public service/environment. Ability and practical experience to provide training for under and postgraduates. Develop and review clinical protocols and guidelines for Paediatrics Quality Management (improvement, assurance, audits, etc). Leadership, people management, problem solving, decision making and communication skills. Mentoring, coaching, facilitation, teaching and training skills. General management skills: human resources, finance, operations, strategy, marketing. Knowledge of relevant protocols, policies, regulations, public service legislation and guidelines. Medical ethics, epidemiology, research and statistics. Sub-specialist medical knowledge, skills & competencies in Paediatrics will be an added advantage

DUTIES

: Will cover clinical skills, performance, training, research and supervision & support. Provision of Specialist Paediatric services. Participate in the Departmental outreach program to the catchment area. Clinical and administrative responsibility to Harry Gwala Regional Hospital Interns, Community Service Doctors, Medical Officers and Registrars Supervision and evaluation (EPMDS for Junior Staff). Post graduate Paediatric development

and strengthening. Training programme for under – and postgraduates, lecturer, bed side teaching, etc. Clinical Quality: audits, morbidity and mortality reviews, clinical guidelines, protocols, quarterly reports. Responsible for some QIP and QAP's and committee's at Harry Gwala Regional Hospital and will be responsible for a Metropolitan portfolio as well. Play a leadership role in conducting ward rounds, problem ward rounds, ground ward rounds, multidisciplinary meetings and mortality meeting for teaching purposes. Ensuring unit meeting occur regularly. Patient satisfaction: satisfaction surveys, community consultation and active participation in development of services, waiting times, customization of services. Systems: appropriate level of care, referral pathways, seamless and integrative service delivery systems. Health Information and Research: ME disease profile, setting up of database for clinical conditions, sundries and consumables, conduct relevant research. Involved in Paediatric resuscitation courses and all initiatives in the care on neonates and children. Part of the Pietermaritzburg Metropolitan Department and all activities relating to the Department including academic and training programs. To perform overtime duties in line with the Paediatric Metropolitan Departmental needs. Assist with the maintenance of standards of care and implementation of quality of quality improvement programmes within the Department. Assist with the administration of a component of the Paediatric Department. Participate in the departmental activities for the development and training of undergraduate, post graduate and vocational students, including joining the University of KwaZulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, and Department of Paediatrics & Child Health

ENQUIRIES
NOTE

- : Dr. K.J. Gabela Tel No: (033) 395-4005
- : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply. Medical Practitioners must have successfully completed their certificate of Paediatric exams (FCPaed Part 2 exams). Medical Practitioners completing their MMed's who have submitted their research for publication or dissertation for marking are encouraged to apply (Kindly note that you will only be eligible if you have full registration within the next few months and have your MMED completed by the interview sitting). Additional jobs may be available within the next six months and we will utilize this interview process to offer additional jobs in Paediatrics at Harry Gwala Regional Hospital once the post is available and ratified.

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION**



- APPLICATIONS** : Quoting the relevant references `applications should be forwarded to the relevant Center:
Capricorn North: The District Director Capricorn North Education District, Private Bag X9711, Polokwane, 0700. Cnr Blaauwberg & Yster Street Ladanna, Polokwane.
Capricorn South: The District Director Capricorn South Education District, Private Bag X03c, Chueniespoort, 0745. Old Parliament Complex Lebowakgomo.
Sekhukhune South Education District: The District Director, Private Bag X70, Lebowakgomo, 0737. Old Parliament Complex, Lebowakgomo.
Mogalakwena Education District: The District Director, Private Bag X601, Mahwelereng, 0626. 805 Rufus Seakamela Street, Mahwelereng, 0626.
Mopani East: Education District, Private Bag X578, Giyani, 0826. Old Parliament Building, Giyani.
Mopani West: The District Director Mopani West Education District, Private Bag X4032, Tzaneen, 0850. 27 Peace Street, Prosperitas Building, Tzaneen, 0850.
Sekhukhune East: The Acting District Director Sekhukhune East Education District, Private Bag X9041, Burgersfort. 115083 Aloe Street, Stand No 2314, Ext 4 Aloeridge Wes, Burgersfort, 1150.
Sekhukhune South Education District: The District Director, Private Bag X70, Lebowakgomo, 0737. Old Parliament Complex Lebowakgomo
Vhembe East: The Acting District Director Vhembe East Education District, Private Bag X2250, Sibasa, 0970. Makwarela, Old Parliament Building.
Vhembe West: The District Director Vhembe West Education District Private Bag X2250, Sibasa, 0970. Block D, Old Parliament Building Thohoyandou.
Waterberg: The Acting District Director Waterberg Education District, Private Bag X1040, Modimolle, 051084, Limpopo. Street NTK Building, Modimolle, 0510.
Head Office: The Head of Department, Private Bag X9489, Polokwane, 0700. Street Cnr 113 Biccard & 24 Excelsior Street, Polokwane, 0700,
 Applications submitted via e-Recruitment system through the link a <https://erecruitment.limpopo.gov.za>
- CLOSING DATE** : 06 March 2026: 14 H00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. If an applicant wishes to withdraw an application, it must be done in writing. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za/ [www.edu.gov.za /](http://www.edu.gov.za/) www.dpsa.gov.za. The Department

reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

MANAGEMENT ECHELON

POST 06/117 : **CHIEF DIRECTOR: CONTINUOUS PROFESSIONAL AND TEACHER DEVELOPMENT REF NO: LDOE 01/01/2026**
Branch: Curriculum Management & Delivery

SALARY : R1 494 900 per annum, (all-inclusive package)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An NQF level 7 qualification in Education as recognized by SAQA. A postgraduate qualification in Education/Management and/or experience in skills development will be an added advantage. Minimum of five (5) years' experience at a senior managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license (except for people with disability). Competencies Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Knowledge & Skills Ability to work under pressure. Computer Literacy. Proven management skills in education management. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and Strategies.

DUTIES : Lead and manage the development and implementation of strategies to utilize a network of educator development institutions to massify quality educator recruitment and development. Manage the induction of newly appointed educators into the world of work. Lead and manage Conduct research to inform targeted educators training and development programmes. Manage continuous professional development of all teachers. Manage and coordinate the continuous professional and teacher development point system. Manage and coordinate the provision of QMS (Quality Management System) in the schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/118 : **CHIEF DIRECTOR: LEARNER SOCIAL SUPPORT PROGRAMMES REF NO: LDOE 02/01/2026 (X1 POST)**
Branch: Curriculum Management & Delivery

SALARY : R1 494 900 per annum, (all-inclusive package)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An NQF level 7 qualification as recognized by SAQA. A relevant postgraduate qualification and experience in management of special programmes will be an added advantage. Minimum of five (5) years' experience at a senior managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license (except for people with disability). Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Knowledge & Skills Ability to work under pressure. Computer Literacy. Proven management skills in education management. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and Strategies.

DUTIES : Ensure the development and implementation of learner social support services, policies, guidelines, strategies and procedure manuals. Oversee the management and provision of in-school sports, arts and culture. Oversee the management and coordination of education psychological and learner guidance services. Oversee the management and coordination of special projects which includes National School Nutrition Programme (NSNP), Scholar transport services and Expanded Public Works Programme (EPWP).Control

		and oversee the management resources (financial, human and physical) in the sub – branch. schooling system.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
<u>POST 06/119</u>	:	<u>DIRECTOR: LEARNING AND TEACHING SUPPORT MATERIALS (LTSM) & LIBRARY SERVICES REF NO: LDOE 03/01/2026</u> Branch: District Management & Institutional Governance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum, (all-inclusive package) Head Office (Polokwane) An NQF Level 7 qualification in education/management as recognized by SAQA. Minimum of five (5) years' experience at a middle/senior managerial level. A relevant postgraduate qualification in Library Services or Inventory and related fields and/or experience in managing LTSM will be an added advantage. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license (except for people with disability). Competencies Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Knowledge and Skills In-depth knowledge of the PFMA, Treasury Regulations, Public Service Regulations and SCM processes. Strong communication skills, planning and organizing. Computer literacy skills.
<u>DUTIES</u>	:	Developing and implementing policies for the effective provision and management of Learning and Teaching Support Materials (LTSM), including textbooks and library materials. Manage the development of library materials and provision, and utilization of school libraries. Monitor and support library services across all levels of the department. Acquisition of textbooks and stationery for schools. Manage LTSM/textbooks inventory, including co-ordination of retention and retrieval by schools. Monitoring and evaluating the delivery of LTSM to schools. Managing the budget, procurement, and contract management for service providers. Providing support and guidance to schools on establishing and managing functional school libraries and resource centers. Promoting reading for providers. Providing skills development among learners. schooling system.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
<u>POST 06/120</u>	:	<u>DIRECTOR: ORGANIZATIONAL DEVELOPMENT, HR PLANNING & HR SYSTEMS REF NO: LDOE 04/01/2026</u> Branch: Corporate Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum, (all-inclusive package) Head Office (Polokwane) An NQF Level 7 qualification in HR Management Services (Human Resource Management / Public Management / or (Administration) / Business Management or (Administration) as recognized by SAQA. A postgraduate degree in HR Management, Planning, or Organizational Development and experience in HR Planning or OD will be an added advantage. Minimum of five (5) years' experience at a middle/senior managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license (except for people with disability). Competencies Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Knowledge and Skills Knowledge of regulations, policies, procedures and applicable legislative frameworks. Technical knowledge of Work Study techniques methods. Organisational design, processes and techniques. Job Evaluation processes and techniques White paper on transformation. Presentation, Planning and Organizing Communication Skills. Report Writing skills.
<u>DUTIES</u>	:	Conduct organizational structure/redesign and review. Coordinate Organizational Functionality Assessment (OFA) and review internal systems and processes. Facilitate the alignment of business processes to support

improvement in organizational efficiency and effectiveness. Coordinate and facilitate the development and implementation of Human Resource Strategy and Plan. Coordinate and facilitate the development and implementation of Employment Equity Plan. Coordinate the administration and control of the establishment for both Employment of Educators Act and Public Service Act staff. schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/121 : **DIRECTOR: EARLY CHILDHOOD DEVELOPMENT (ECD) SYSTEMS REF NO: LDOE 05/01/2026 (X1 POST)**
Branch: Curriculum Management & Delivery

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An NQF Level 7 qualification or equivalent field as recognized by SAQA. A management and research background and experience in the Curriculum Management and Delivery field, particularly policy directives in ECD/GET will be an added advantage. Minimum of five (5) years' experience at a middle/senior managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license (except for people with disability). Competencies Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Knowledge & Skills Ability to work under pressure. Computer Literacy. Proven management skills in education management. Extensive knowledge of the prescripts of the Public Service, Education Policies and Strategies. Knowledge of the key challenges in ECD and how these can be mediated to improve the quality of learning outcomes in schools and contribute to success in the learner's schooling careers and quality life thereafter. In depth knowledge of National Curriculum frameworks and the implementation in Pre-Grade R and Foundation Phase. Knowledge and ability to work with relevant stakeholders within the sector to facilitate implementation of programmes in ECD and curriculum delivery in general. Ability to ensure that norms and standards contemplated by Section 3 and 8 of National Education policy Act are developed and implemented.

DUTIES : Provide special interventions and support programmes to Districts, Circuits, Schools and Centres. Ensuring the implementation of curriculum monitoring and support in Pre-Grade R and Foundation Phases. Developing, implementing, and monitoring all relevant strategies to advance foundations of learning. Strengthening intra-inter sectoral collaboration with stakeholders. Managing and monitoring capacity building for practitioners/teachers and provide professional support to districts/ECD centres regarding Curriculum implementation. schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/122 : **DIRECTOR: POLICY IMPLEMENTATION, MONITORING SUPPORT & EVALUATION (EXAMINATIONS AND ASSESSMENT REF NO: LDOE 06/01/2026 (X1 POST)**
Branch: Curriculum Management & Delivery

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : A relevant NQF Level 7 qualification as recognized by SAQA. A postgraduate degree in education management will be an added advantage. Minimum of five (5) years' experience at a middle/senior managerial level. Experience in monitoring, evaluation, planning, research, or policy formulation will be an added advantage. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license (except for people with disability). Competencies Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication.

- DUTIES** : Promote examination and assessment integrity, credibility and provide assessment feedback. Monitor examination and assessment policy implementation. Manage, monitor and moderate School Based Assessment (SBA). Manage and ensure compliance with center and learner registration requirements and concessions. Manage continual research projects and provide assessment feedback. Quality assure and verify learning schedules and report cards in GET and FET Phases. schooling system.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
- POST 06/123** : **DIRECTOR: SEKHUKHUNE SOUTH DISTRICT REF NO: LDOE 07/01/2026 (X1 POST)**
Branch: District Management & Institutional Governance
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum, (all-inclusive package)
: Head Office (Polokwane)
: An NQF level 7 qualification as recognized by SAQA. A relevant postgraduate qualification in education/management will be an advantage. Minimum of five (5) years' experience at a middle/senior managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license (except for people with disability). Competencies Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Knowledge & Skills Public Sector and its regulatory and legislative framework. Education and school management regulatory and legislative framework. Education management principles, methodologies and procedures. The Public Sector management reporting requirements.
- DUTIES** : Manage and coordinate the provision of integrated Basic Education services in the district. Facilitate and coordinate the provision of curriculum management and delivery services, and learner support. Facilitate and coordinate the provision of examination and assessment in all school phases. Facilitate and coordinate the provision of institutional management governance and support services. Manage and facilitate the provision of corporate and financial management services to the District and Circuits. Facilitate effective and efficient interface between the District and Circuits. Ensure that District, Circuits, schools improvement plans and subject improvement plans are linked and coherent to the National and Provincial departmental plans. Ensure stakeholder management and cooperation in the district. schooling system.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
- POST 06/124** : **DIRECTOR: WATERBERG DISTRICT REF NO: LDOE 08/01/2026 (X1 POST)**
Branch: District Management & Institutional Governance
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum, (all-inclusive package)
: Head Office (Polokwane)
: An NQF level 7 qualification as recognized by SAQA. A relevant postgraduate qualification in education/management will be an advantage. Minimum of five (5) years' experience at a middle/senior managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license (except for people with disability). Competencies Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Knowledge & Skills Public Sector and its regulatory and legislative framework. Education and school management regulatory and legislative framework. Education management principles, methodologies and procedures. The Public Sector management reporting requirements.
- DUTIES** : Manage and coordinate the provision of integrated Basic Education services in the district. Facilitate and coordinate the provision of curriculum management and delivery services, and learner support. Facilitate and coordinate the

provision of examination and assessment in all school phases. Facilitate and coordinate the provision of institutional management governance and support services. Manage and facilitate the provision of corporate and financial management services to the District and Circuits Facilitate effective and efficient interface between the District and Circuits. Ensure that District, Circuits, schools improvement plans and subject improvement plans are linked and coherent to the National and Provincial departmental plans. Ensure stakeholder management and cooperation in the district schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

OTHER POSTS

POST 06/125 : **DEPUTY DIRECTOR (COST PLANNER) REF NO: LDOE 10/01/2026 (X1 POST)**

Branch: Physical Resources Management

SALARY : R896 436 per annum, (all-inclusive package)

CENTRE : Head Office (Polokwane)

REQUIREMENTS : An NQF level 6 or higher qualification in Quantity Surveying and/or equivalent qualification as recognized by SAQA. A postgraduate qualification of the above-mentioned discipline would be an added advantage. Registered as Professional Quantity Surveyor with SACQSP. Minimum of five (5) years' experience of which three (3) years must be as Assistant Director or equivalent within related field. Valid driver's license (except for people with disability). Competencies People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication. Knowledge & Skills Knowledge and application of the following prescripts: South African Schools Act of 1996, Regulations and Guidelines, Construction Industry Development Board Act of 2000 and Regulations, National Building Standards Act of 1977 and Regulations, Quantity Surveying Professions Act 2000, PFMA, Treasury Regulations, Treasury Practice Notes and Circulars, Government Immovable Asset Management Act of 2007, Occupational Health and Safety Act of 1993 and Regulations.

DUTIES : Develop planning and cost norms and standards issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards. Maintain planning and cost norms & standards library. Monitor that Infrastructure projects implemented by Implementing Agents comply with approved planning and cost norms and standards. Update planning and cost norms & standards based on learning generated through post project evaluations and post occupancy evaluations through the provision of quantity surveying inputs. Promote the adoption of technical and quality strategies. Review cost determinations of projects and estimates submitted. Provide inputs from a quantity surveyor perspective to infrastructure policies, procedures, methods and criteria for Capex [capital], Minor capital and maintenance projects. Prepare from a Quantity Surveyor perspective inputs Project Briefing documents. Preparation of quantity surveyor inputs to the preparation of the User Asset Management Plan, the final project list, the budgets and Infrastructure Programme Management Plan. Provide inputs to the procurement strategy from a Quantity Surveyor perspective. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department includes interaction with relevant professional development boards/councils. schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/126 : **DEPUTY DIRECTOR: LEARNING AND TEACHING SUPPORT MATERIALS (LTSM) REF NO: LDOE 13/01/2026**

Branch: Institutional Governance

SALARY : R896 436 per annum, (all-inclusive package)

CENTRE : Head Office (Polokwane)

<u>REQUIREMENT</u>	:	A relevant NQF level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be as Assistant Director within related field. Valid driver's license (except for people with disability). Competencies People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication. Knowledge and skills In-depth knowledge of the PFMA, Treasury Regulations, Public Service Regulations, SCM processes and inventory management, Interpersonal and Communication skills, Analytical, Planning, Organizing, Problem-solving, and Computer literacy skills are essential.
<u>DUTIES</u>	:	Manage acquisition of textbooks and stationery for the department. Manage textbooks inventory for the department. Coordinate and manage the distribution of LTSM to districts and schools. Coordinate the management of retention and retrieval of textbooks and LTSM by schools through the districts. schooling system.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
<u>POST 06/127</u>	:	<u>DEPUTY DIRECTOR: BUSINESS PROCESS MANAGEMENT REF NO: LDOE 14/01/2026</u> Branch: Business Process Management
<u>SALARY CENTRE REQUIREMENT</u>	:	R896 436 per annum, (all-inclusive package) Head Office (Polokwane)
<u>DUTIES</u>	:	A relevant NQF Level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be as Assistant Director within related field. Valid driver's license (except for people with disability). Competencies People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication. Knowledge and skills Functional computer literacy Document and facilitate the alignment of business processes to support improvement in organizational efficiency and effectiveness. Facilitate and guide the development and review of Standard Operating Procedures (SoPs) Facilitate the implementation and review of productivity enhancement techniques. Facilitate the development and review of the Service Delivery Model for the department. schooling system.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
<u>POST 06/128</u>	:	<u>DEPUTY DIRECTOR: HR PROVISIONING REF NO: LDOE 15/01/2026</u> Branch: HR Administration Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package) Head Office (Polokwane)
<u>DUTIES</u>	:	A relevant NQF Level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be as Assistant Director within related field. Certificate in PERSAL is compulsory. Valid driver's license (except for people with disability). Competencies People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication. Knowledge and Skills Extensive knowledge of HR policy frameworks, education legislation and policies and public service legislation and policies pertain to HR Provisioning. Knowledge and experience related to the costing and preparation of inputs for Compensation budgeting processes. Functional computer literacy. Manage provisioning of Employment of Educators Act and Public Service Act staff. Provide support to the Post Provisioning of educator process. Manage the recruitment and selection process. Maintain personnel statistics. Manage transfers and secondments. Provide costing and inputs for Compensation budgeting processes. Co-ordinate, monitor and advise on all HR provisioning related matters (procedural and policy). Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the field of HR schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/129 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: LDOE 16/01/2026**
Branch: Corporate Services

SALARY : R896 436 per annum, (all-inclusive package)
CENTRE : Vhembe West District
REQUIREMENTS : A relevant NQF Level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be as Assistant Director within related field. Certificate in PERSAL will be an added advantage. Valid driver's license (except for people with disability). Competencies Knowledge Management. Problem Solving and analysis, Programme & Project Management. Change Management. Financial Management. Client orientation & Customer focus. Communication. Functional computer literacy. Knowledge & Skills Knowledge and application of the legal frameworks in the Public Service, Job-related skills: Computer skills, Report writing skills, Communication skills and Interpersonal skills.

DUTIES : Manage and facilitate provision of corporate services in the district. Manage and facilitate provision of ICT management services. Manage and facilitate provision of Human Resources Management and Development Manage and facilitate provision of Labour Relations. Provide record management and auxiliary services. Coordinate and facilitate provision of security services in the district. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the field. schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/130 : **DEPUTY DIRECTOR: FACILITATION ASSURANCE SERVICES REF NO: LDOE 17/01/2026**
Branch: Internal Control

SALARY : R896 436 per annum, (all-inclusive package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : A relevant NQF Level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be as Assistant Director within related field. Valid driver's license (except for people with disability). Competencies Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Functional computer literacy. Knowledge & Skills Knowledge and application of the legal frameworks in the Public Service, Job-related skills: Computer skills, Report writing skills, Communication skills and Interpersonal skills.

DUTIES : Facilitation of assurance services on internal and external (AGSA) audit. Facilitation of assurance services on audit of management requests and audit action plans. Facilitation of assurance services on Provincial Treasury and other oversight structures. Facilitation of assurance services on controls self-assessment. Facilitation of assurance services on compliance with laws and regulations. schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/131 : **DEPUTY DIRECTOR: PLANNING REF NO: LDOE 18/01/2026**
Branch: Integrated Planning, Research & Reporting

SALARY : R896 436 per annum, (all-inclusive package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : A relevant NQF Level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be as Assistant Director within related field. Valid driver's license (except for people with disability). Competencies Knowledge Management. Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Diversity management. Client orientation & Customer focus. Communication. Knowledge and Skills Ability to use the electronic Quarterly

Performance Reporting System (eQPR). Generic Competencies: Planning and organizing. Knowledge and understanding of: Legislation governing planning and reporting. Analysis and report writing. Research methodology. Functional computer literacy.

DUTIES : Develop and maintain strategic planning guidelines. Coordinate and facilitate strategic and operational planning processes Coordinate and facilitate the development, submission and analysis of departmental Strategic plans, quarterly reports, operational and annual reports and budget vote documents. Update and monitor the implementation of departmental Strategic plans, quarterly reports, operational and annual reports including audit and risk action plans. Monitor and facilitate reporting on departmental programmes and activities against government's Programme of Action and cluster projects and intergovernmental working groups. Analyse organizational performance and provide strategic inputs. Update MTDP reports, prepare Annual Reports, Handover Reports, Mid-Term Assessment Reports, and End-Term Assessment Reports. schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/132 : **DEPUTY DIRECTOR: REPORTING REF NO: LDOE 19/01/2026**
Branch: Integrated Planning, Research & Reporting

SALARY : R896 436 per annum, (all-inclusive package)
CENTRE : Head Office, Polokwane

REQUIREMENTS : A relevant NQF Level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be as Assistant Director within related field. Valid driver's license (except for people with disability). Competencies Knowledge Management. Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Diversity management. Client orientation & Customer focus. Communication. Knowledge and Skills Ability to use the electronic Quarterly Performance Reporting System (eQPR). Planning and Organizing. Knowledge and understanding of legislation governing planning and reporting. Analysis and report writing. Research methodology. Functional computer literacy.

DUTIES : Manage Departmental Performance Information. Compile quarterly performance reports and Annual reports Update the quarterly performance reporting system and prepare quarterly performance reports presentations. Review Business Units' monthly and quarterly performance reports and performance evidence against the department's approved annual performance plan and technical indicator descriptions and produce evidence based quarterly performance information reports. Update and upload quarterly performance report on the EQPRS system. schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/133 : **DEPUTY DIRECTOR: RESEARCH REF NO: LDOE 20/01/2026**
Branch: Integrated Planning, Research & Reporting

SALARY : R896 436 per annum, (all-inclusive package)
CENTRE : Head Office, Polokwane

REQUIREMENTS : A relevant NQF Level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be as Assistant Director within related field. A postgraduate qualification at master's level will be an added advantage. valid driver's license (except for people with disability). Competencies Knowledge Management. Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Diversity management. Client orientation & Customer focus. Communication.

DUTIES : Develop and maintain protocols for external and internal research. Plan, facilitate, and integrate research activities in the department. Initiate and develop research projects and their implementation thereof. Compile Research Reports Establish and strengthen research partnerships. Participate in quarterly provincial research forum meetings and annual conferences. Maintain a repository of research products and facilitate the dissemination of

- research results. Ability to use the electronic Quarterly Performance Reporting System (EQPR). schooling system.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru Tel No: at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
- POST 06/134** : **DEPUTY DIRECTOR: INFRASTRUCTURE (CIVIL/MECHANICAL) REF NO: LDOE 09/01/2026 (X1 POST)**
Branch: Physical Resources Management
- SALARY CENTRE REQUIREMENTS** : R879 342 per annum, (all-inclusive package)
: Head Office (Polokwane)
: An NQF level 6 or higher qualification in Engineering and/or equivalent qualification as recognized by SAQA. A postgraduate qualification in the above-mentioned discipline would be an added advantage. Registered as a Professional Engineer with ECSA. Minimum of five (5) years' experience of which three (3) years must be as Assistant Director or equivalent within related field. Valid driver's license (except for people with disability). Competencies People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication. Knowledge & Skills Knowledge and application of the following prescripts: Construction Industry Development Board Act of 2000 and Regulations, PFMA / Division of Revenue Act / Treasury Regulations / Practice Notes / Instructions / Circulars/Construction Procurement System, Provincial/ Departmental Supply Chain Management Policies, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000, Expanded Public Works Programme, Broad Based Black Empowerment Act of 2003, Preferential Procurement Act of 2000 and Regulations, Engineering Profession Act of 2000, National Building Standards Act of 1977 and Regulations, Government Immovable Asset Management Act of 2007, Occupational Health and Safety Act and Regulations of 1993, Project and Construction Management Professions Act of 2000, South African Schools Act of 1996, Regulations and Guidelines, National Environmental Management Act of 1998, ISO standards and all different types and forms of construction contracts.
- DUTIES** : Manage and coordinate all aspects of facility projects and facility maintenance. Be responsible for project and maintenance planning, implementation monitoring, reporting and evaluation in line with project management methodology. Prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating the plan. Monitor the implementation of Programmes and Projects by the Implementing Agents (IA) and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent (IA). Review and sign-off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent (IA). Assess departmental projects that qualify for departmental funding assessed. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage the preparation of the project by closing out reports. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils etc. schooling system.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
- POST 06/135** : **ELECTRICAL ENGINEER GRADE A REF NO: LDOE 12/01/2026 (X1 POST)**
Branch: Physical Resources Management
- SALARY CENTRE REQUIREMENTS** : R879 342 per annum, (all-inclusive package)
: Head Office (Polokwane)
: (NQF level 6) or higher qualification in Engineering and/or equivalent qualification as recognized by SAQA. A post-graduate qualification of the above-mentioned discipline would be an added advantage. Registered as Professional Engineer with ECSA. Minimum of 3 years' experience in the field. Valid driver's license (except for people with disability). Competencies People

		Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication. Knowledge & Skills PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines.
<u>DUTIES</u>	:	Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards. Monitor that infrastructure projects implemented by Implementing Agent(s) comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Compile briefing documentation and specifications from an engineering perspective. Investigate electrical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Provide electrical engineering inputs to implement projects successfully. Provide electrical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings. Provide inputs to infrastructure assessments from an electrical engineering perspective. Provide engineering inputs to maintenance projects from an electrical engineering perspective. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department includes interaction with relevant professional development boards/councils. schooling system.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
<u>POST 06/136</u>	:	<u>TOWN AND REGIONAL PLANNER REF NO: LDOE 11/01/2026 (X1 POST)</u> Branch: Physical Resources Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R761 157 per annum, (all-inclusive package) Head Office (Polokwane) An NQF level 6 or higher qualification in Urban and Regional Planning and/or equivalent qualification as recognized by SAQA. A relevant post-graduate qualification will be an added advantage Registered as Professional Town and Regional Planner with SACPLAN. Minimum of three (3) years' experience in Town or Regional planning. Valid driver's license (except for people with disability). Competencies People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication. Knowledge & Skills Knowledge and application of the following prescripts :South African Schools Act of 1996, Regulations and Proclamations, Guidelines issued by DBE in terms of functional and technical Norms and Standards, Construction Industry Development Board Act of 2000 and Regulations, Spatial planning systems and norms of Government, National Building Standards Act of 1977 and Regulations, Town and Regional Planner Act of 1994, PFMA, Treasury Regulations, Treasury Practice Notes and Circulars, Government Immovable Asset Management Act of 2007, Occupational Health and Safety Act of 1993 and Regulations, National Environmental Management Act of 1998 and Relevant Provincial Land Administration Legislation.
<u>DUTIES</u>	:	Assist in aligning town planning infrastructure modelling to the Departmental Service Plan Assist in preparing inputs to the Directorate Infrastructure Delivery Management in terms of the implementation of Project Briefs and related requests on town planning specific information. Assist in preparing inputs to the Directorate Infrastructure Delivery Management for the procurement strategy and the Infrastructure Programme Management Plan (IPMP). Assist in preparing inputs to Directorate Infrastructure Delivery Management for the Medium, Annual and Adjustment Budgets. Develop a ranking list/criteria starting with the neediest as part of the process to eliminate backlogs aligned to the spatial plan for infrastructure delivery aligned to Integrated Development

Plans (IDPs) of Local Government. Determine town planning service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for education infrastructure planning. Validate land suitability and where Public Works do not fulfill its obligations as Custodian, validate the availability of land. Review the utilization of Schools, undertake cost benefit analysis, and plan for land/leases/accommodation schedules as inputs towards the drafting of the User Asset Management Plan (U-AMP). Development, interpretation and customize the functional and technical norms and standards schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/137 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: LDOE 21/01/2026 (X1 POST)**
Branch: Legal Services

SALARY CENTRE REQUIREMENTS : R586 956 per annum
: Head Office, Polokwane
: A relevant NQF Level 7 qualification in Law as recognized by SAQA. Five (5) years' experience of which three (3) years must be as Assistant Director or equivalent within related field. A relevant postgraduate qualification will be an added advantage. Valid driver's license (except for people with disability). Competencies Knowledge Management. Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Diversity management. Client orientation & Customer focus. Communication. Knowledge & Skills Knowledge of legislation, policies and procedures. Knowledge of Civil Procedure - High court and magistrate court rules. Knowledge of Contracts. Good verbal and communication skills. Functional computer literacy.

DUTIES : Conducting research on applicable policy, legislation and legal principles with legal opinions and formulating questions to be answered on legal opinions. Studying and citing relevant cases on aspects related to legal opinions. Providing recommendations and conclusions within permissible legal prescripts. Ascertaining whether legislation is in accordance with principle of drafting and interpretation of statute. Ascertaining that the intentions of the department and its entities are reflected in proposed or amended bills. Consulting with relevant line functions. Providing evidence regarding possible settlement and negotiating settlements with opponents. Preparing instructions for State Attorneys and making recommendations for appointment of suitable Advocates where necessary. Monitoring court cases from inception to finalization. Exploring alternative dispute resolution options for each court case. Ensuring that briefings are prepared and court orders are implemented effectively. Drafting, verifying, certifying and ensuring compliance with contracts. Conducting research on applicable policy, legislation or regulations to be followed. Liaising with all stakeholders involved in the contract and negotiating on final control measures. Compilation and submission of monthly and quarterly reports.schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/138 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: LDOE 134/01/2026 (X1 POST)**
Branch: Finance

SALARY CENTRE REQUIREMENTS : R468 459 per annum, (all-inclusive package)
: Capricorn South
: A relevant NQF level 6 qualification as recognized by SAQA. Qualification/s in Supply Chain Management/ Assets Management and Financial Management will be an added advantage Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead

		and manage teams effectively. Functional Computer Literacy Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.
<u>DUTIES</u>	:	Ensure effective and compliant supply chain management processes in line with PFMA and other regulations. Implement and monitor supply chain policies and procedures. Manage procurement, contract management, asset management, and inventory control functions. Ensure proper record-keeping and reporting as required by the PFMA. schooling system.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
<u>POST 06/139</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT & ACCOUNTING SERVICES (X3 POSTS)</u> Branch: Finance
<u>SALARY CENTRE</u>	:	R468 459 per annum, (all-inclusive package)
	:	Sekhukhune East Ref No: LDOE 135/01/2026
	:	Capricorn South Ref No: LDoE 136/01/202
	:	Sekhukhune South Ref No: LDoE 137/01/2026
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification as recognized by SAQA. Qualification/s in Financial Management / Financial Accounting/ Accounting / Commerce / Cost Management & Accounting / Auditing will be an added advantage. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies: Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.
<u>DUTIES</u>	:	Ensure compliance with the Public Finance Management Act (PFMA), Treasury Regulations, and related financial policies and procedures. Implement financial administration and accounting policies and processes Manage financial information and accounting services. Verify documents and process documents. Manage financial deductions schooling system.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
<u>POST 06/140</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT & REPORTING SERVICES REF NO: LDOE 138/01/2026 (X1 POST)</u> Branch: Finance
<u>SALARY CENTRE</u>	:	R468 459 per annum, (all-inclusive package)
<u>REQUIREMENTS</u>	:	Mopani West
	:	A relevant NQF level 6 qualification as recognised by SAQA. Qualification/s in Financial Management / Financial Accounting/ Accounting / Commerce / Cost Management & Accounting / Auditing will be an added advantage. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.

- DUTIES** : Coordinate financial planning and budgeting processes. Provide medium-long-term financial planning in line with MTEF processes. Compile budget estimates focuses and project planning. Monitor and reports on expenditure trends. Coordinate and provide input for financial reporting. Monthly reconciliation of Bank accounts, ledger accounts, revenue for the compilation of certificate. Attend and answer audit queries and ensure submission of information on request. Assist in analyzing and interpreting monthly management reports schooling system.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
- POST 06/141** : **ASSISTANT DIRECTOR: EDUCATION MANAGEMENT INFORMATION SYSTEM (EMIS) (X5 POSTS)**
Branch: Institutional Management, Governance & Support
- SALARY CENTRE** : R468 459 per annum, (all-inclusive package)
Capricorn South Ref No: LDoE 139/01/2026
Mopani West Ref No: LDoE 140/01/2026
Sekhukhune South Ref No: LDoE 141/01/2026
Vhembe East Ref No: LDoE 142/01/2026
Vhembe West Ref No: LDoE 143/01/2026
- REQUIREMENTS** : A relevant NQF Level 6 or higher qualification in Information Management / Information Systems/ Computer Science/ Data Management/ Statistics as recognised by SAQA. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.
- DUTIES** : Coordinate and facilitate the Education Management Information System services. Coordinate the provision of data to management for decision – making. Ensuring the accuracy of data in SA-SAMS (South African School Administration and Management System). Acting as an information node for schools on education law, policy, and administration. schooling system.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
- POST 06/142** : **ASSISTANT DIRECTOR: NATIONAL SCHOOL NUTRITION PROGRAMMES (NSNP) (X7 POSTS)**
Branch: Learner Social Support Programmes: Special Projects
- SALARY CENTRE** : R468 459 per annum, (all-inclusive package)
Capricorn South Ref No: LDoE 144/01/2026
Sekhukhune East Ref No: LDoE 145/01/2026
Sekhukhune South Ref No: LDoE 146/01/2026
Waterberg Ref No: LDoE 147/01/2026
Mopani East Ref No: LDoE 148/01/2026
Mopani West Ref No: LDoE 149/01/2026
Mogalakwena Ref No: LDoE150/01/2026
- REQUIREMENTS** : A relevant NQF level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies Leadership and team

- management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.
- DUTIES** : Coordinate and facilitate the provision of NSNP. Coordinate and facilitate the provision of scholar transport. Coordinate and facilitate the provision of Expanded Public Works Programmes schooling system.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
- POST 06/143** : **ASSISTANT DIRECTOR: LEARNING & TEACHING SUPPORT MATERIAL (LTSM) & LIBRARY SERVICES (X6 POSTS)**
Branch: Institutional Management, Governance & Support
Division: Learning & Teaching Support Materials
- SALARY CENTRE** : R468 459 per annum, (all-inclusive package)
: Capricorn South Ref No: LDoE 151/01/2026
Mopani West Ref No: LDoE 152/01/2026
Sekhukhune South Ref No: LDoE 153/01/2026
Vhembe East Ref No: LDoE 154/01/2026
Mogalakwena Ref No: LDoE 155/01/2026
Head Office, Polokwane Ref No: LDoE 156/01/2026
- REQUIREMENT** : A relevant NQF level 6 qualification as recognized by SAQA. Minimum of Five (5) years' experience of which three (3) years must be at low management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability) Knowledge and skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.
- DUTIES** : Manage and quality assure requisitions of LTSM from schools. Manage the capturing of requisitions for LTSM from schools. Coordinate the retrieval and retention of LTSM by schools. Coordinate and monitor the delivery and inventory processes of textbooks and learning materials. Coordinate and facilitate the provision of education library services Manage financial accounting processes to ensure strict compliance with relevant financial prescripts, including the Public Finance Management Act (PFMA) and National Treasury Regulations. schooling system.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru Tel No: at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
- POST 06/144** : **ASSISTANT DIRECTOR: EXAMINATION AND ASSESSMENT (X11 POSTS)**
Branch: District Examination and Assessment
- SALARY CENTRE** : R468 459 per annum, (all-inclusive package)
: Capricorn South Ref No: LDoE 157/01/2026
Mopani East Ref No: LDoE 158/01/2026
Sekhukhune East: Ref No: LDoE 159/01/2026
Sekhukhune South Ref No: LDoE 160/01/2026
Vhembe East Ref No: LDoE 161/01/2026
Vhembe West Ref No: LDoE 162/01/2026
Waterberg Ref No: LDoE 163/01/2026
Mopani West Ref No: LDoE 164/01/2026
Capricorn North Ref No: LDoE 165/01/2026
Mogalakwena Ref No: LDoE 166/01/2026
Head Office Ref No: LDoE 167/01/2026
- REQUIREMENTS** : A relevant NQF level 6 qualification as recognised by SAQA. Minimum of Five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and skills Knowledge and

- understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies: Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.
- DUTIES** : Coordinate and facilitate provision of examinations and assessment services for GETC and FETC. Coordinate and facilitate provision of examinations information and certification services for FETC. Coordinate the provision of examination administration support services. Coordinate the implementation of assessment policies and services. Coordinate and facilitate provision of Annual National Assessments (ANA). schooling system.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
- POST 06/145** : **ASSISTANT DIRECTOR HUMAN RESOURCE DEVELOPMENT (HRD) AND PERFORMANCE MANAGEMENT SYSTEM (PMS) (X3 POSTS)**
Branch: Corporate Management
- SALARY CENTRE** R468 459 per annum, (all-inclusive package)
Mopani East Ref No: LDOE 168/01/2026
Mogalakwena Ref No: LDOE 169/01/2026
Sekhukhune East Ref No: LDoE 170/01/2026
- REQUIREMENTS** : A relevant NQF level 6 qualification as recognized by SAQA. Qualification/s in Human Resources Management/ Development will be an added advantage. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies: Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.
- DUTIES** : Coordinate and monitor the provision of implementation of Performance Management System (PMS). Manage the performance assessment and payment of incentives. Coordinate and facilitate the implementation of Skills Development. Coordinate and facilitate provision of training development processes and programmers. Coordinate the provision of learnership and internship programmers. schooling system.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
- POST 06/146** : **ASSISTANT DIRECTOR: LABOUR RELATIONS & WELLNESS SERVICES (X2 POSTS)**
Branch: Corporate Management
- SALARY CENTRE** R468 459 per annum, (all-inclusive package)
Mopani West Ref No: LDOE 171/01/2026
Vhembe East Ref No: LDOE 172/01/2026
- REQUIREMENTS** : A relevant NQF level 6 qualification as recognized by SAQA. Qualifications in EAP/ Labour Relations will be added as an advantage. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams

		effectively. Functional Computer Literacy. Competencies: Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.
<u>DUTIES</u>	:	Conduct investigations on grievances and disputes. Compile investigation reports and make recommendations to the Deputy Director for further processing. Represent the employer during grievance hearings. Facilitate grievance resolution during grievance meetings. Conduct training on grievances and disputes. Responsible for developing and implement EAP programmes. Manage all resources of the section (physical, human and financial). Develop partnership and network with stakeholders. Manage and analyse data and other wellness information for reporting purposes and produce reports thereof. Co-ordinates events related to EAP in line with the departmental strategic objectives. schooling system.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
<u>POST 06/147</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES, PROVISIONING REF NO: LDOE 173/01/2026 (X1 POST)</u> Branch: District Corporate Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (all-inclusive package) Sekhukhune South A relevant NQF level 6 qualification as recognised by SAQA. Qualifications in Human Resource Management or Public Administration/ Public Management will be an added advantage. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Results/Certificate/Proof for introductory PERSAL is compulsory. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.
<u>DUTIES</u>	:	Manage provisioning of Employment of Educators Act and Public Service Act staff. Coordinate and manage recruitment of staff. Facilitate the maintenance of statistical information. Supervise the transfers of Public Service and Employment of Educators' Acts staff. Supervise the secondment of Public Service and Employment of Educators' Acts staff. Ensure the successful implementation of the Departmental/Public Service policies on matters related to HRM to ensure compliance to prescripts/legislation. Inform, guide and advice line managers or employees on HR policies, legislative frameworks and directives. Approve/Authorize transactions on PERSAL according to delegations schooling system.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
<u>POST 06/148</u>	:	<u>ASSISTANT DIRECTOR: SCHOLAR TRANSPORT REF NO: LDOE 174/01/2026 (X1 POST)</u> Branch: Special Projects Sub – Directorate: Scholar Transport
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (all-inclusive package) Head Office, Polokwane A relevant NQF level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies,

- regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies: Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.
- DUTIES** : Manage and coordinate scholar transport Coordinate the implementation and review of scholar transport policy in line with policy. Coordinate and manage the budgetary process for scholar transport. Monitor and support Districts, Circuits and Schools to comply with policy on scholar transport. schooling system.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
- POST 06/149** : **ASSISTANT DIRECTOR: BUSINESS PROCESS MANAGEMENT REF NO: LDOE 175/01/2026**
Branch: OD, HRP & HR Systems
Sub – Directorate: Business Process Management
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum, (all-inclusive package)
: Head Office, Polokwane
: A relevant NQF level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.
- DUTIES** : Analyzing and improving business processes. Developing Standard Operating Procedures (SOPs). Implementing quality management strategies. Coordinate the implementation of productivity enhancement techniques. Developing service delivery models. schooling system.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
- POST 06/150** : **ASSISTANT DIRECTOR: ORGANIZATIONAL DESIGN AND JOB EVALUATION REF NO: LDOE 176/01/2026 (X2 POSTS)**
Branch: OD, HRP & HR Systems
Sub – Directorate: Organizational Design and Job Evaluation
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum, (all-inclusive package)
: Head Office, Polokwane
: A relevant NQF level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies: Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.
- DUTIES** : Design and maintain the organizational structures and facilitate their reviews. Facilitate and coordinate the development and redesign of job

descriptions/profile. Facilitate job analysis and job evaluation. Coordinate workload analysis and determine Post Provisioning Norms. Coordinate the alignment of office accommodation with the organizational structure. Coordinate Organizational Functionality Assessments (OFA) schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/151 : **ASSISTANT DIRECTOR: SCHOLAR TRANSPORT REF NO: LDOE 177/01/2026**
Branch: OD, HRP & HR Systems
Sub – Directorate: Human Resource Planning

SALARY : R468 459 per annum, (all-inclusive package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : A relevant NQF level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.

DUTIES : Coordinate and monitor the implementation of workforce plans (HR and EE Plans). Facilitate HR forecasting in line with organizational strategy. Develop and maintain HR data bank for analysis, standard and ad-hoc statistical reports. Render workforce planning advisory and support services. Conduct research and provide recommendations to inform organizational capacity requirements. Liaise with various internal and external stakeholders. Meet the reporting requirements in respect of workforce planning. Prepare reports, minutes, agenda items and documentation for meetings. schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/152 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT, CONDITIONS OF SERVICE REF NO: LDOE 178/01/2026 (X1 POST)**
Branch: Human Resource Administration
Sub - Directorate: Conditions of Service

SALARY : R468 459 per annum, (all-inclusive package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : A relevant NQF level 6 qualification as recognized by SAQA. Qualifications in Human Resource Management or Public Administration/ Public Management will be an added advantage. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Results/Certificate/Proof for introductory PERSAL is compulsory. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy. Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.

DUTIES : Coordinate and facilitate the conditions of service for Employment of Educators Act and Public Service Act staff. Supervise and management of leave of absence (annual/vacation, sick, special, PILIR, etc.). Supervise and manage

termination of service. Supervise and manage allowances in line with national policies and directives. Provide guidance and advice to line managers or employees on HR policies and directives. Authorize /Approve transactions on PERSAL according to departmental delegations. schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/153 : **ASSISTANT DIRECTOR: CONDUCT MANAGEMENT REF NO: LDOE 179/01/2026 (X1 POST)**
Branch: Labour Relations
Sub - Directorate: Conduct Management

SALARY : R468 459 per annum, (all-inclusive package)
CENTRE : Head Office, Polokwan
REQUIREMENTS : A relevant NQF level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.

DUTIES : Coordinate and facilitate sound conduct management in compliance with disciplinary codes and procedures. Facilitate the implementation of misconduct and disciplinary processes in the province. Coordinate and facilitate the convening of disciplinary hearings. Provide expert advice on disciplinary and misconduct matters. Establish, build and maintain partnerships and constantly liaise with internal and external stakeholders on labour related matters on recognized Labour unions. Provide guidance with all regulatory requirements. schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/154 : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: LDOE 180/01/2026 (X1 POST)**
Branch: Knowledge Management and Information
Sub - Directorate: Information Management

SALARY : R468 459 per annum, (all-inclusive package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : A relevant NQF level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies: Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.

DUTIES : Coordinate the development, review, and implementation Knowledge Management strategies, frameworks, and policies. Coordinate the establishment and maintenance of knowledge databases, repositories, and information systems (Knowledge Management Portal) to store and enhance sharing. Facilitate Knowledge Management Maturity Assessments and audits to identify gaps in knowledge capture and dissemination. Coordinate with internal and external stakeholders to promote knowledge sharing, communities

of practice, and user needs assessments. Monitor, evaluate, and produce quarterly reports on Knowledge Management performance and compliance for management or governing bodies. schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/155 : **ASSISTANT DIRECTOR: HUMAN RESOURCE RECORDS REF NO: LDOE 181/01/2026 (X1 POST)**
Branch: Records Management
Sub - Directorate: HR Records

SALARY CENTRE REQUIREMENTS : R468 459 per annum, (all-inclusive package)
: Head Office, Polokwane
: A relevant NQF level 6 qualification as recognised by SAQA. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.

DUTIES : Coordinate and facilitate the creation of records. Coordinate and facilitate the maintenance of records. Coordinate and facilitate the usage and disposal of records. Provide registry services. schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/156 : **ASSISTANT DIRECTOR: GENDER EQUALITY AND SPECIAL PROJECTS REF NO: LDOE 182/01/2026 (X1 POST)**
Branch: Service Delivery and Organizational Transformation
Sub - Directorate: Organizational Transformation & Special Programmes

SALARY CENTRE REQUIREMENTS : R468 459 per annum, (all-inclusive package)
: Head Office, Polokwane
: A relevant NQF level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disabilities) Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies: Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.

DUTIES : Develop and implement policies, strategies, and guidelines to promote the empowerment of women, youth, and people with disabilities. Coordinate and implement Gender Equality and Women Empowerment programs. Drive disability and youth mainstreaming initiatives Monitor the implementation of gender, disability, and youth issues within the organization Liaise with internal and external stakeholders to improve integration of projects focusing on Gender, Disability, and Youth (GDY) Oversee and execute specific, time-bound projects or campaigns, such as environmental awareness, green car campaigns, or women in specific sectors. schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

<u>POST 06/157</u>	:	<u>ASSISTANT DIRECTOR REF NO: LDOE 183/01/2026</u> Branch: Security and facilities Management Services Sub – Directorate: Vetting, Physical and Information Security
<u>SALARY CENTRE</u>	:	R468 459 per annum, (all-inclusive package) Head Office, Polokwane Information Security (X1 Post) Projects (X1 Post)
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy. Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.
<u>DUTIES</u>	:	Monitor communication and information security. Monitor document security. Coordinate information security awareness. Coordinate the implementation of information technology policies. schooling system.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
<u>POST 06/158</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: LDOE 184/01/2026 (X1 POST)</u> Branch: Security and facilities Management Services Sub – Directorate: Facilities Management
<u>SALARY CENTRE</u>	:	R468 459 per annum, (all-inclusive package) Head Office, Polokwane
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.
<u>DUTIES</u>	:	Manage maintenance services. Coordinate and manage cleaning services in the department. Oversee daily facility operations, including building maintenance, cleaning services, and space management. Facilitate the utilization of facilities and to do accommodation planning for staff. schooling system.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
<u>POST 06/159</u>	:	<u>ASSISTANT DIRECTOR RESEARCH REF NO: LDOE 185/01/2026 (X1 POST)</u> Branch Research and Policy Coordination
<u>SALARY CENTRE</u>	:	R468 459 per annum, (all-inclusive package) Head Office, Polokwane
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and

understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.

DUTIES : Plan, facilitate and integrate research activities in the department Develop research questions. Collect research data Manage implementation of research project schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/160 : **ASSISTANT DIRECTOR EMPLOYEE ASSISTANCE PROGRAMMES REF NO: LDOE 186/01/2026 (X1 POST)**
Branch: Wellness Programmes
Sub – Directorate: Employee Assistance Programmes

SALARY : R468 459 per annum, (all-inclusive package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : A relevant NQF Level 6 of higher qualification in Social Work or Psychology as recognized by SAQA. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker or the Health Professions Council of South Africa (HPCSA) as a Psychologist. Minimum of five (5) years' experience in Employee Health & Wellness, of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. decision-making aptitude. Ability to manage multiple projects and deadlines effectively.

DUTIES : Coordinate the provision of employee assistance programme, health and productivity management. Facilitate the offering of professional guidance to deal with work stress and pressure. Facilitate the offering of support and counselling to employees on various work-related matters. schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/161 : **ASSISTANT DIRECTOR: SYSTEMS CONTROL REF NO: LDOE 187/01/2026 (X1 POST)**
Branch: Finance Administration & Accounting
Sub – Directorate: Systems Control

SALARY : R468 459 per annum, (all-inclusive package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : A relevant NQF level 6 qualification as recognized by SAQA. Qualification/s in Cost & Management Accounting/Financial Accounting will be an added advantage. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.

DUTIES : Provide support for LOGIS users. Manage training for LOGIS/BAS users Manage internal systems Audit schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/162 : **ASSISTANT DIRECTOR: SALARIES & WAGES REF NO: LDOE 188/01/2026 (X2 POSTS)**
Branch: Directorate: Salaries & Wages

SALARY : R468 459 per annum, (all-inclusive package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : A relevant NQF level 6 qualification as recognized by SAQA. Qualifications in Cost & Management Accounting/Financial Accounting will be an added advantage. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.

DUTIES : Supervise and perform salary administration support services: Allocation of salary advice, Monitor processing of salary advice, Monitor capturing of salaries, bonuses, salary adjustments and deductions, Authorise all salary related payments. Supervise the filing of all documents. Administer effective salary administration services: Compile a risk management profile for the section, develop salary administration control system, Report findings of the internal audit unit and recommend remedial actions. Monitor clearance of salary accounts. Ensure all salary related suspense accounts are cleared and reconciled on monthly basis, ensure all PERSAL exceptions are cleared on monthly basis before BAS system closure and that PERSAL & BAS expenditure is reconciled and submitted, ensure that all overpayments are reversed and recovered. Monitor rendering of general administration support services. Draw and analyze PERSAL management reports, Monitor and report on salary related processes, Compile monthly, quarterly and annual reports. Supervise the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate, Manage daily employee performance and ensure timely Performance Assessments of all subordinates. schooling system. schooling system.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

POST 06/163 : **ASSISTANT DIRECTOR: EXPENDITURE REF NO: LDOE 189/01/2026 (X1 POST)**
Branch: Expenditure Management

SALARY : R468 459 per annum, (all-inclusive package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : A relevant NQF level 6 qualification as recognized by SAQA. Qualification/s in Internal Auditing/Cost & Management Accounting/ Financial Accounting/Financia Management/Taxation/B. Com in Finance or Accounting will be an added advantage. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions, PFMA, Treasury Regulations etc. Knowledge of BAS and LOGIS, Financial Administration and SCOA. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams

		effectively. Functional Computer Literacy. Competencies: Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.
<u>DUTIES</u>	:	Provide assistance in the coordination and the revision of policies, internal controls, and improved processes. Review efficiency and effectiveness of internal controls at Head office and at the district offices to improve the integrity of financial information. Monitor compliance with financial prescripts (Head office and district offices). Settle all payments due to creditors within 30 days from receipt of valid invoice in the case of civil claims, from the date of court judgment. Prepare a creditors reconciliation. Check adjustment for misallocation identified on the financial system. Check documentation for sundry and order payments. Provide support and guidance to clients. Assist in the preparation of the disbursement run for submission to Treasury for the release of the payments captured. Prepare credit transfers for the transactions above a million. Analyse and investigate long outstanding invoices and do follow-up. Provide inputs on the preparation of the financial statements. Provide creditor's month-end reports (30 days reports, payables, accruals, fruitless and wasteful expenditure). Maintain and safeguarding of batch payments. Validate that all invoices are stamped paid. Help in the preparation of monthly and quarterly reports for submission to Provincial Treasury. Manage performance and development of subordinates. Schooling system.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
<u>POST 06/164</u>	:	<u>ASSISTANT DIRECTOR: SYSTEM AUDIT REF NO: LDOE 190/01/2026 (X1 POST)</u> Branch: Internal Control & Compliance Sub – Directorate: System Audit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (all-inclusive package) Head Office, Polokwane A relevant NQF level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.
<u>DUTIES</u>	:	Coordinate and facilitate control over departmental systems. Coordinate and facilitate IT audit for AGSA and Internal audits. Coordinate Audit action plans. Coordinate and facilitate controls over authorization of system transactions/activities. Coordinate and support the department on compliance of legislative frameworks. schooling system.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
<u>POST 06/165</u>	:	<u>ASSISTANT DIRECTOR: FACILITATION OF ASSURANCE SERVICES REF NO: LDOE 191/01/2026 (X1 POST)</u> Branch: Internal Control & Compliance Sub – Directorate: Facilitation of Assurance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (all-inclusive package) Head Office, Polokwane A relevant NQF level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Knowledge and Skills Knowledge and

		understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.
<u>DUTIES</u>	:	Facilitate and monitor the provision of facilitation services for both internal and external audits, Provincial Treasury and any other oversight bodies. Facilitate and monitor the provision of facilitation services of audits of management requests. Facilitate and monitor the provision of facilitation services for Control Self -Assessment (CSA). Facilitate and monitor the provision of facilitation services of the Audit Action Plans. Coordinate compliance with laws and regulations on audits. schooling system.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
<u>POST 06/166</u>	:	<u>ASSISTANT DIRECTOR: GOVERNANCE REF NO: LDOE 192/01/2026 (X1 POST)</u> Branch: Internal Control & Compliance Sub – Directorate: Governance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (all-inclusive package) Head Office, Polokwane A relevant NQF level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disabilities) Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.
<u>DUTIES</u>	:	Facilitate and monitor the provision of integrated internal control systems. Monitor the implementation of delegation on payments procedure manuals, etc. Manage departmental loss control system. schooling system.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
<u>POST 06/167</u>	:	<u>ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: LDOE 193/01/2026 (X1 POST)</u> Branch: Fleet and Assets Management Services Sub – Directorate: Fleet Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (all-inclusive package) Head Office, Polokwane A relevant NQF level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability) Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively. Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy.

- DUTIES** : Facilitate the management of government fleet. Facilitate the management of subsidized vehicles. schooling system.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
- POST 06/168** : **ASSISTANT DIRECTOR: ASSETS MANAGEMENT SERVICES REF NO: LDOE 194/01/2026 (X2 POSTS)**
Branch: Fleet and Assets Management Services
Sub – Directorate: Assets Management Services
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum, (all-inclusive package)
: Head Office, Polokwane
: A relevant NQF level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively. Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies regulations, frameworks and Instructions. Human and Financial Management skills Excellent communication and interpersonal skills. Analytical, planning, and organizational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy.
- DUTIES** : Facilitate and monitor the implementation of moveable asset management strategy and maintenance plan. Facilitate and monitor physical verification of assets. Facilitate and monitor the assets register. Monitor the disposal of assets. Schooling system.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.
- POST 06/169** : **ASSISTANT DIRECTOR: INTEGRITY MANAGEMENT REF NO: LDOE 195/01/2026 (X1 POST)**
Branch: Risk and Integrity Management
Sub – Directorate: Integrity Management
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum, (all-inclusive package)
: Head Office, Polokwane
: A relevant NQF level 6 qualification as recognized by SAQA. Minimum of five (5) years' experience of which three (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability Competencies Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively. Knowledge and Skills Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy Monitor the implementation of anti – corruption strategies and programmes.
- DUTIES** : Facilitate the provision of a link between the department and external security agencies. Monitor the financial and gift disclosures of departmental staff, Monitor the implementation of the Remunerative Work Outside the Public Service (RWOPS). Schooling system.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Matupi MJ at 081 530 8921.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	06 March 2026
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the Correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please note the Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). 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. N.B. Applicants are advised to apply as early as possible to avoid disappointments.

OTHER POSTS

<u>POST 06/170</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: MPDOH/FEB/26/1179 (X10 POSTS)</u>
<u>SALARY CENTRE</u>	:	R1 001 349 - R1 078 116 per annum
	:	Ehlanzeni District: Bethal Hospital (X1 Post) Bethal Mortuary (X1 Post) Elsie Ballot Hospital (X1 Post) Embalenhle CHC (X1 Post) Embhuleni Hospital (X1 Post) Ermelo Hospital (X1 Post) Evander Hospital (X1 Post) Standerton Hospital (X1 Post) (Gert Sibande District (X1 Post) Matikwane Hospital (X1 Post)
	:	Nkangala District: King Nyabela Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical

Practitioner (2026) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibly and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 06/171 : **DENTIST GRADE 1 REF NO: MPDOH/FEB/26/1180**

SALARY : R972 612 – R1 062 183 per annum
CENTRE : Impungwe Hospital (Nkangala District)
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dentist (2026). A valid work permit will be required from non-South Africans. SA Qualified employee: No experience required after registration with the HPCSA as Dentist (Independent Practice). Foreign Qualified employee: Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Dentist (Independent Practice) for foreign qualified employees. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver's licence.

DUTIES : Render clinical dental services at all health facilities in the district, including travelling to the community (clinics) Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum, i.e. extractions under general anaesthetics, infection control, waste management, etc.). Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education: Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.). Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.). Supervision of subordinates: Quality of work, Development and PDMS.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr.

Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 06/172 : **ASSISTANT MANAGER NURSING (AREA) (PN-A7) REF NO: MPDOH/FEB/26/1181**

SALARY : R693 096 - R813 732 per annum
CENTRE : King Nyabela Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2026). A minimum of eight (8) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least three (3) years referred to above must be appropriate / recognisable experience at management level. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing skills.

DUTIES : Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive work relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participating in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 06/173 : **OPERATIONAL MANAGER (PN-A5): FEMALE SURGICAL WARD REF NO: MPDOH/FEB/26/1182**

SALARY : R549 192 - R629 121 per annum
CENTRE : Mmametlhake Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2026). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act etc.

DUTIES : Coordination of optimal, holistic nursing care with set standards and within a Professional / legal framework. Manage effectively the supervision and utilization of resources. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele and patient centered Nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 06/174 : **OPERATIONAL MANAGER (PN-A5): GENERAL WARD REF NO: MPDOH/FEB/26/1183**

SALARY : R549 192 - R629 121 per annum
CENTRE : King Nyabela Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2026). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act etc.

DUTIES : Coordination of optimal, holistic nursing care with set standards and within a Professional / legal framework. Manage effectively the supervision and utilization of resources. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele and patient centered Nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 06/175 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): TRAUMA & EMERGENCY REF NO: MPDOH/FEB/26/1184**

SALARY : R476 367 – R559 548 per annum
CENTRE : Bernice Samuel Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Trauma & Emergency Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Trauma & Emergency Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with

		people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 06/176</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC REF NO: MPDOH/FEB/26/1185</u>
<u>SALARY</u>	:	R476 367 – R559 548 per annum
<u>CENTRE</u>	:	H A Grove Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Paediatric Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Ability to prioritize, coordinate activities of patient management according to protocols.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Paediatric Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 06/177</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION (INFRASTRUCTURE) REF NO: MPDOH/FEB/26/1187 (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 per annum. (Level 09), (plus service benefits)
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Real Estate Management / Property Management / Property Studies as recognized by SAQA. At least a minimum of three (3) years' experience at supervisory / managerial (Level 7/8). Valid driver's licence. Computer literacy. Knowledge: PFMA / Treasury Regulations / Practice Notes / Instructions / Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1997 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations.
<u>DUTIES</u>	:	Collect updated information for immovable assets. Make inputs to the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Make inputs to the disposal of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Consult with Heath Facilities to obtain their needs and inputs in terms of

acquisitions and disposals. Undertake all deeds searches to validate ownership of land before planning for buildings are finalised. Implement actions to keep sites clean, where required. Implement actions to prevent any illegal occupation of sites, where required. Collect information on the conditions and maintenance of vacant sites allocated to Health. Make inputs to the preparation of guidelines on the use of utilities by Health Facilities. Assist to train Health Facilities on the guidelines for use of utilities. Implement the monitoring system to report on the use of utilities. Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Monitor that Health Facilities implement interventions to improve the utilisation of utilities by Facilities

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 06/178 : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER REF NO: MPDOH/FEB/26/1188**

SALARY : R397 116 per annum. (Level 08), (plus service benefits)
CENTRE : Mapulaneng Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus six (6) years relevant experience in Supply Chain Management or Diploma / Degree (NQF Level 6/7) in Finance / Logistics / Procurement / Supply Chain Management / Financial / Accounting Management as recognized by SAQA plus three (3) years relevant experience in Supply Chain Management. Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence will be an added advantage. Knowledge of BAS and LOGIS financial systems. Ability to work under pressure.

DUTIES : Supervise and render demand and acquisition services. Supervise and undertake logistical services. Supervise and control the work of sub-ordinate (including training) in the supply chain management unit. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as quotations, purchase and processing of requisitions, authorization of procurement advice and guidance to all clients, chief user clerks and responsibility managers. Ensure compliance with departmental and Treasury Regulations. Evaluate and test compliance of all purchasing transactions. Manage all open orders. Deal with Human resources matters such as leave and perform development system of quarterly evaluation reports. Adhere to regulations and legislation pertaining supply chain management unit. Facilitate and administer requisitions for good and services. Implement internal procurement policies, regulations systems and procedures. Maintain procurement and provisioning systems and processes. Administer payment processes. Supervision of the subordinates. Attend and respond to audit queries.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 06/179 : **LAUNDRY MANAGER REF NO: MPDOH/FEB/26/1189**

SALARY : R325 101 per annum (Level 07), (plus service benefits)
CENTRE : King Nyabela Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 Certificate plus six (6) years' experience in laundry services with a minimum of three (3) years' experience as a supervisor or Diploma / Degree (NQF Level 6/7) in Public Administration / Management as recognized by SAQA. Laundry experience in hospital environment will be an added advantage. Must have knowledge of the functions and regulations

applicable on Laundry/Linen management. Excellent verbal and written communication skills. Must have numeric skills and be computer literate. Must have the ability to work under pressure. Leadership, decision making, problem solving, management and good people skills. Must be able to operate independently. Must be able to adhere to timeframes. Must have a high level of reliability. Must have the ability to discipline staff. Must be able to work extra hours, weekends and public holidays. Knowledge of Occupational Health and Safety and Infection Control is required. Valid driver's licence will be an added advantage.

DUTIES : Implement and monitor Laundry Services guidelines compliance. Monitor daily functioning of the Laundry unit. Compile and review laundry/linen SOP's. Plan and ensure availability of laundry equipment. Record keeping of services, maintenance of equipment and building. Procurement of linen and clothing for MHCUs according to procurement processes. Managing allocated laundry budget. Monitor losses and condemning linen items. Monitor availability of linen and clothing for MHCUs.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 06/180 : **PROVISIONING ADMINISTRATIVE OFFICER REF NO: MPDOH/FEB/26/1190**

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07), (plus service benefits)
: Rob Ferreira Hospital (Ehlanzeni District)
: Senior Certificate / Grade 12 Certificate plus three (3) years relevant experience in Finance or Diploma / Degree (NQF Level 6/7) Finance / Logistic / Management Accounting / Financial Management as recognized by SAQA. Knowledge of relevant legislation/ regulations and policies as well as transversal financial system in Government such as BAS and LOGIS. Sound interpersonal and communication skills. Computer literacy. Self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility. Knowledge of legal framework and any other policies.

DUTIES : To render provisioning services. Maintain sound provisioning and logistical systems and processes. Maintain updated provisioning records. Manage and maintain the logistical and warehouse administration systems. Maintain and control consumable stores. Issuing of consumable store items. Monitor and control of the adherence to sound accounting. Monitor and control all payments on the transversal systems. Ensure correct allocation of expenditure and revenue. Draw financial reports as well as preparing financial statement, projections and provide meaningful interpretation reports. The incumbent will be expected to assist in the budget formulation, compiling of cash flow budget as well as the monthly reports. Attend monthly meetings and operational meetings.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 06/181 : **FOOD SERVICE MANAGER REF NO: MPDOH/FEB/26/1191**

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07), (plus service benefits)
: Barberton Hospital (Ehlanzeni District)
: Senior Certificate/Grade 12 plus six (6) years in food services experience with a minimum of three (3) years as a supervisor or Diploma/ Degree (NQF Level 6/7) in Food & Beverage Management / Food Technology / Hospitality Management / Food Science. Food services experience in hospital environment will be an added advantage Knowledge of food service management. Excellent communication (written and verbal) skills. Prior knowledge of stock and key control is required. Strong interpersonal, analytical, and problem-solving skills. Ability to work as a team member and independently under pressure. Should have effective leadership skills and computer literacy. A driver's license will be an added advantage.

- DUTIES** : Manage material resources, stock, equipment, and the preparation and serving of food and refreshment. Conduct stock taking. Ensuring cleanliness in the unit. Compile performance packs as well as performance reviews of staff. Ensure compliancy to occupational health and safety. Exercise over control in the section. Apply hygiene in all service units. Planning and coordinating venues, meetings, schedules, and services. Developing and implementing policies in the section, compiling reports and submit on monthly basis. Supervision in the section.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 06/182** : **ADMINISTRATIVE OFFICER: RECORDS MANAGEMENT REF NO: MPDOH/FEB/26/1193 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum (Level 07), (plus service benefits)
: King Nyabela Hospital (Nkangala Distinct)
: Senior Certificate / Grade 12 Certificate plus three (3) years relevant experience in Records Management or Diploma / Degree (NQF Level 6/7) in Records Management / Public Administration / Public Management as recognized by SAQA. Administration or supported by proven track record in registry functions. A Certificate in records management classification systems, knowledge and understanding legislative framework governing records management functions, ability to plan and organize, computer literacy (word, excel, power point) good interpersonal relations, good communication and writing skills, people management.
- DUTIES** : Rendering of records keeping functions, rendering of fax services, Supervise registry personnel and assist in the development of performance instruments, develop and maintain control registers. Implement and maintain policies and guidelines for record management and archive services. Render registry services and implement confidential filing system for records matters. Implement archive procedures. Training of registry personnel.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 06/183** : **PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/FEB/26/1194**
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum (Level 07), (plus service benefits)
: Rob Ferreira Hospital (Ehlanzeni District)
: Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognized by SAQA. At least a minimum of three (3) PERSAL courses is an inherent requirement. Extensive knowledge of PERSAL includes interpreting PERSAL reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.
- DUTIES** : Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate the Performance management system, address human resource administration enquiries to ensure the correct implementation of human

resource management practices, inform, guide and advise the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Sub-district Manager.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 06/184 : **PROVISIONING ADMINISTRATIVE OFFICER REF NO: MPDOH/FEB/26/1195**

SALARY CENTRE REQUIREMENTS : R325 101 per. annum. (Level 07) (plus service benefits)
: Nkangala District Office, Emalaheni (Witbank)
: Senior Certificate / Grade 12 Certificate plus three (3) years relevant experience in Finance or Diploma / Degree (NQF Level 6/7) Finance / Logistic / Management Accounting / Financial Management as recognized by SAQA. Knowledge of relevant legislation/ regulations and policies as well as transversal financial system in Government such as BAS and LOGIS. Knowledge of legal framework and any other policies. Sound interpersonal and communication skills. Computer literacy. Self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.

DUTIES : To render provisioning services. Maintain sound provisioning and logistical systems and processes. Maintain updated provisioning records. Manage and maintain the logistical and warehouse administration systems. Maintain and control consumable stores. Issuing of consumable store items. Monitor and control of the adherence to sound accounting. Monitor and control all payments on the transversal systems. Ensure correct allocation of expenditure and revenue. Draw financial reports as well as preparing financial statement, projections and provide meaningful interpretation reports. The incumbent will be expected to assist in the budget formulation, compiling of cash flow budget as well as the monthly reports. Attend monthly meetings and operational meetings.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 06/185 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/FEB/26/1196**

SALARY CENTRE REQUIREMENTS : R324 384 – R382 107 per annum
: Rob Ferreira Hospital (Ehlanzeni District)
: Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

ENQUIRIES

: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE : 06 March 2026

NOTE : Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). 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. Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts

OTHER POSTS

POST 06/186 : **MEDICAL OFFICER REF NO: NCDOH 20/2026 (X1 POST)**

SALARY : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum

CENTRE : Springbok Hospital, Namakwa District

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner, Registration with the HPCSA as Medical Practitioner. Computer skills in basic programmes (Microsoft Office). Valid driver's licence is an inherent requirement. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical

		Practitioner with a recognised foreign health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
<u>DUTIES</u>	:	The candidate will be expected to render quality patient-care for all patients within in the relevant unit. Exam, investigate, diagnose and the treatment of patients. Participation in activities within the discipline including case presentation and other departmental/unit meetings. Render applicable administration function, attend meetings, workshops and training as directed by the Head of Department. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. Perform duties as assigned by the supervisor and other senior officials.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr D.G. Theys Tel No: (053) 8302102
	:	Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nhealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 06/187</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: NCDOH 21/2026 (X1 POST)</u>
		Job Purpose: Coordinate, plan and direct human resource activities which include the management conditions of service, personnel system, employee health and wellness, recruitment and selection and employee relations.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package)
	:	Robert Mangaliso Sobukwe Hospital
	:	Appropriate National Diploma (NQF level 6) in Human Resource Management. A relevant postgraduate degree qualification will be an added advantage. A minimum of five (5) years' relevant work experience in Human Resource management with at least three (3) to five (5) years' experience as Assistant Director. Competency Profile. Knowledge of the Public service Act, Public Service regulations, resolutions, relevant legislation. Policy research, analysis and development, action-orientated and results-driven, innovative and customer-focused, excellent communication (verbal and written), Financial and change management, Human resource planning competencies, planning skills, and project management. Ability to develop, support, and monitor the implementation of policies and the ability to work in a team environment, Good Project Management and Computer Skills. Computer Literacy (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Excellent verbal and written communication skills. Presentation skills. Good decision-making skills. People management. A valid driver's license.
<u>DUTIES</u>	:	Provide Human Resource strategic direction aligned to organisational goals. Manage the Human Resource support services and the implementation of all the Human Resource policies, procedures and relevant prescripts. Manage the effective implementation of recruitment and selection and all Service Benefits. Manage the coordination of Human Resource Development interventions. Oversee the implementation of performance management system. To effectively manage the employee health and wellness Programmes. To provide sound Employee Relations. To effectively manage the employee health and wellness programmes. Management of resources in the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M Ntintelo Tel No: (053) 802 2421
	:	Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nhealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 06/188</u>	:	<u>PHARMACIST REF NO: NCDOH 22/2026 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R848 862 – R900 948 per annum, (all-inclusive package, depending on years of experience) Grade 2: R917 634 - R972 612 per annum, (all-inclusive package, depending on years of experience) Grade 3: R1 001 349 – R1 062 183 per annum, (all-inclusive package, depending on years of experience)
<u>CENTRE</u>	:	Joe Slovo CHC, Namakwa District

<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. Computer skills in basic programmes (Microsoft Office). Valid driver's licence is an inherent requirement Experience: Grade 1: None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist 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 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist 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: Willingness to perform relief duties at pharmacies in the sub-structure. 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. Ability and willingness to train staff. Good communication and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Perform relief duties 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D. Grootboom / Ms. EA Cloete Tel No: (027) 712 1601 / (027) 712 1078
<u>NOTE</u>	:	Application can be e-mailed to namakwaapplications@gmail.com or hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240.
<u>POST 06/189</u>	:	All applicants must complete an application register when an application is hand delivered
<u>SALARY CENTRE REQUIREMENTS</u>	:	<u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: NCDOH 23/2026 (X1 POST)</u>
<u>DUTIES</u>	:	R693 096 per annum Pofadder CHC, Namakwa District Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 in the relevant speciality.
<u>ENQUIRIES APPLICATIONS</u>	:	Provision of quality comprehensive community health care, Provision of administrative services, Provision of educational services, Provision of clinical services, Usage of equipment and machinery, Research responsibility.
<u>NOTE</u>	:	Mr D. Grootboom/Ms. EA Cloete, Tel No: (027) 712 1601 / (027) 712 1078 Application can be e-mailed to namakwaapplications@gmail.com or hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240.
<u>NOTE</u>	:	All applicants must complete an application register when an application is hand delivered

POST 06/190 : **OPERATIONAL MANAGER QUALITY ASSURANCE REF NO: NCDOH 24/2026 (X1 POST)**

Purpose of post: The Quality Improvement Manager is responsible for leading and overseeing the implementation of National Quality Improvement Programme (NQIP) and ensuring alignment with national quality standards, the Ideal Health Facility Framework, and clinical governance. This includes managing patient safety incident reporting, investigation and learning as well as overseeing infection prevention and control (IPC) initiatives. The role involves coordinating quality improvement efforts, monitoring impact, and support the Quality Learning Center to build capacity in quality improvement.

SALARY CENTRE REQUIREMENTS

: R549 192 per annum
: Northern Cape New Mental Hospital
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post-graduate in quality assurance, health service management, Public Health, Clinical Governance or related field will be an added advantage.

DUTIES

: Provide strategic leadership and oversight of quality assurance, clinical governance, risk management, and patient safety programmes in a specialised mental health hospital. Champion the implementation, maintenance and sustainability of Ideal Health Facility status in line with National and Provincial guidelines. Coordinate and lead IHF self-assessments, gap analyses, improvement plans, and validation processes. Establish, train, develop, mentor and support multidisciplinary quality teams across the five domains of the Ideal Health Facility Framework, ensuring continuous quality improvement and compliance. Lead clinical governance processes, including clinical audits, adverse event management, morbidity and mortality reviews and corrective action planning. Oversee patient safety programmes, risk identification, incident reporting and root cause analyses. Manage and monitor waiting time management systems, ensuring improved access and patient flow. Oversee effective complaints management systems, patient satisfaction surveys and service user feedback mechanisms in line with Batho Pele Principles. Ensure compliance with the Mental Health Care Act, and other applicable legislation and policies. Coordinate quality monitoring, evaluation, data analysis, and reporting to hospital management and provincial structures. Facilitate capacity building, training and change management to promote a culture of quality, safety and patient-centred care. Prepare the institution for internal and external audits, OHSC inspections and accreditation processes.

ENQUIRIES APPLICATIONS

: Ms C. Modise at 071 326 1607
: Applications: Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nhealthhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.

POST 06/191 : **ASSISTANT DIRECTOR: HUMAN RESOURCE COMPLIANCE AND ADVISORY SERVICES REF NO: NCDOH 25/2026 (X1 POST)**

Job Purpose. To oversee and coordinate the provision of HRM Compliance and Advisory Services.

SALARY CENTRE REQUIREMENTS

: R468 459.per annum
: Provincial Office, Kimberley
: A National Diploma (NQF Level 6) in Human Resource Management or equivalent qualification. Three to four years administrative experience in Human Resource Management. PERSAL courses Certificates and a valid driver's license. competency profile: In-depth knowledge of Human Resource Policies and practices. Strong understanding of the Public Service Regulatory Framework, Public Service Act, Public Finance Management Act, Treasury Regulations, and other relevant legislative frameworks. Experience in HR Audits and compliance matters. Excellent communication (verbal and written), facilitation, and presentation skills. Strong analytical, policy analysis and report writing skills. Demonstrated leadership, people management, and project management abilities. Computer literacy (MS Office) and knowledge of the

		PERSAL system. Ability to work independently, under pressure, and as part of a team. Willingness to work overtime and travel when required.
<u>DUTIES</u>	:	Oversee; coordinate areas of non-compliance on HR policies, practices, procedures and regulations and provide advice in line with applicable legislation. Monitor, provide support and facilitate the implementation of Internal Audit reports for HRM matters. Monitor and coordinate Auditor General HRM RFI's for both internal and external auditors to ensure timely submission of information. Supervise, monitor and ensure efficient support and advisory services to departmental managers on HRM compliance matters. Manage, supervise staff and other resources.
<u>ENQUIRIES</u>	:	Ms N Faas Tel No: (053) 830 2100
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nhealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 06/192</u>	:	<u>SUPERVISORY LEVEL CLERK: CONDITIONS OF SERVICE REF NO: NCDOH 26/2026 (X1 POST)</u> Job Purpose. To support in the provision of human resource administration.
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Robert Mangaliso Sobukwe Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate with 3-5 relevant years' experience. PERSAL (Introduction, Personnel Administration, Establishment) and National Diploma (NQF 6) in Human Resource Management will be an added advantage. competency profile: Interpretation and implementation of HR policies, procedures and practices. Knowledge of Employee Service Benefit. Knowledge of legislation i.e PSA, PSR, BCEA, COIDA. Resolutions, and other relevant prescripts. Batho Pele Principles. PERSAL system. Computer literacy in MS Office (Word, Excel) Ability to communicate (verbal and written). Have experience in Human Resource matters. Appropriate experience in PERSAL system. Ability to work under pressure. Effective planning and organizing. Interpersonal skills. Have conflict resolution skills, problem solving and analysis skills. Teamwork.
<u>DUTIES</u>	:	Supervision of employees within the sub-unit as well as coordination of allocation of work. Implement all employee benefits such as home allowance. Ensure the proper implementation of leave of absence for all categories in line with the provision of Directive on the Implementation of Absence of Leave. Maintain proper filing of all institution personnel records. Provide support during the auditing process by oversight bodies. Implementation of pension administration. Provide training to employees on matter of conditions of service. Handle enquiries related to the sub-unit. Ensure collaboration with other sub-units of HRA.
<u>ENQUIRIES</u>	:	Ms. M Visser Tel No: (053) 8022358
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nhealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 06/193</u>	:	<u>SUPERVISORY LEVEL CLERK: RECRUITMENT AND SELECTION REF NO: NCDOH 27/2026 (X1 POST)</u> Job Purpose: To support in the provision of human resource administration.
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Robert Mangaliso Sobukwe Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate with 3 to 5 years' experience in relevant field. National Diploma (NQF 6) in Human Resource Management and PERSAL (introduction, Personnel Administration, Establishment) will be an added advantage. Competency Profile: Knowledge of legislation i.e PSA, PSR, Resolutions and relevant prescripts. Batho Pele Principles. PERSAL system. Interpretation and implementation of HR policies, procedures and practices. Knowledge of Recruitment and Selection and Staff Establishment. Computer literacy in MS Office (Word, Excel) and PERSAL system. Ability to communicate (verbal and written). Appropriate experience in PERSAL system. Ability to work under pressure. Effective planning and organizing. Interpersonal skills. Have conflict resolution skills, problem solving and analysis skills. Teamwork.

<u>DUTIES</u>	:	Responsible for the coordination of activities within the sub-unit, supervision and ensure proper allocation of work. Implement all appointments, transfers, relocation, translation on PERSAL. Ensure effective recruitment and selection process. Assist with the compilation of the monthly and quarterly reports. Conduct quarterly audits. Handle enquiries related to recruitment and selection sub-unit. Ensure collaboration with other sub-unit of HRA.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M Visser Tel No: (053) 8022358
<u>ENQUIRIES APPLICATIONS</u>	:	Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 06/194</u>	:	<u>SUPERVISORY LEVEL CLERK (FINANCE) REF NO: NCDOH 28/2026 (X1 POST)</u> Job Purpose. To supervise and render financial support services.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Mental Health Hospital Senior Certificate with 3 to 5 years' experience in relevant field. An appropriate tertiary qualification Bachelor's Degree / National Diploma in Accounting, Finance or Cost Management will be an added advantage. Competency Profile: Knowledge of basic understanding of the legislative framework governing the public service such as DORA, PFMA, Treasury regulations, etc. Knowledge of financial accounting practices and framework. Knowledge financial operating systems (BAS). Basic analytical and problem-solving skills. Good verbal and written communications skills. Good interpersonal and report writing skills. Computer literacy (MS-Word, Excel and Power Point).
<u>DUTIES</u>	:	Supervise and render financial accounting transactions, Salary administration support services, perform bookkeeping support services, Rendering a budget support service and supervision of subordinates. Verifying of Monthly reconciliation of suspense accounts (Petty cash and Suppliers). Safekeeping of expenditure batches within the Finance unit. Validation of documentation. Payment authorization. Assist in ensuring that all creditors are paid within the prescribed timeframe. Supervise and monitor the work of subordinates. Submit activity reports to Manager. Assist in providing of reliable financial information.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. R Visagie Tel No: (053) 802 3600. Please note applications can be hand delivered to the Northern Cape Mental Health Hospital, Portion 84, Number 80 on R31, Barkly Road, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 06/195</u>	:	<u>PROFESSIONAL NURSE GENERAL REF NO: NCDOH 29/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R324 384 - R376 458 per annum Grade 2: R396 132 – R459 726 per annum Grade 3: R476 367 – R601 638 per annum
<u>CENTRE</u>	:	Namakwa District, Joe Slovo CHC (X1 Post) Nieuwoudtville PHC (X1 Post)
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D. Grootboom/Ms. EA Cloete Tel No: (027) 712 1601 / (027) 712 1078 Application can be e-mailed to namakwaapplications@gmail.com or hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240.

NOTE : All applicants must complete an application register when an application is hand delivered

POST 06/196 : **ADMINISTRATIVE OFFICER/WORK-STUDY OFFICER REF NO: NCDOH 30/2026 (X1 POST)**
Job Purpose. To render organisational development and work-study services in the department.

SALARY CENTRE REQUIREMENTS : R325 101.per annum
: Provincial Office, Kimberley
: A National Diploma (NQF Level 6) in Human Resource Management or equivalent qualification. One to two years clerical experience in Organisational Development / Human Resource Management. PERSAL sub system / Establishment Certificate, a valid driver's license, Certificates in JE and Work-study will be an added advantage Competency Profile: Knowledge of organisational design principles, job analysis, and job evaluation (including the Compensate-evaluate system). Understanding of the Job Evaluation process, Public Service Regulations, Public Service Act, DPSA OD Directives and Circulars and other relevant legislative frameworks. Ability to align job descriptions and organisational structures. Understanding of business process mapping, and benchmarking. Excellent communication (verbal and written), facilitation, and presentation skills. Strong analytical, policy analysis and report writing skills. Computer literacy (MS Office) and knowledge of the PERSAL system. Ability to work independently, under pressure, and as part of a team. Willingness to work overtime and travel when required.

DUTIES : Undertake efficiency studies within the department (Enhancing efficiency in the department to ensure the elimination of waste in the provision of service, Analyse HR Reports to optimize work procedures and methods, work processes, workflow and standard operating procedures, Participate in forms and template design in the department for reporting purposes. Conduct Job Evaluation, compile and review job descriptions (Subject all posts to JE as per the plan or as per Management requests, Maintain a job description database and Identify posts without JD's and assist in compiling them). Provide support on organisational design services (Assist in the reviewing, developing and monitoring of the organisational structure, Align organisational structure to PERSAL e.g. creation, abolishing, etc, Assist in conducting Organisational Functionality Assessment (OFA) in the department, Assist with the implementation and annual reporting of the department's OFA, Assist with the development of the Service Delivery Model (SD), Support units with the compilation of Standard Operating Procedures). Supervise and develop human resources/staff.

ENQUIRIES APPLICATIONS : Mr B. Aaron Tel No: (053) 8300 610
: Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

POST 06/197 : **ADMINISTRATIVE OFFICER: ORGANISATIONAL DEVELOPMENT REF NO: NCDOH 31/2026 (X1 POST)**
Job Purpose. To render support on organisational development and Job Evaluation functions in the department.

SALARY CENTRE REQUIREMENTS : R325 101 per annum
: Provincial Office, Kimberley
: A National Diploma (NQF Level 6) in Human Resource Management or equivalent qualification. One to two years clerical experience in Organisational Development / Human Resource Management. PERSAL sub system / Establishment Certificate, a valid driver's license, Certificate in JE will be an added advantage. Competency Profile: Knowledge of organisational design principles, job analysis, and job evaluation (including the Compensate-evaluate system). Understanding of the Job Evaluation process, Public Service Regulations, Public Service Act, DPSA OD Directives and Circulars and other relevant legislative frameworks. Ability to align job descriptions and organisational structures. Understanding of business process mapping, and benchmarking. Excellent communication (verbal and written), facilitation, and presentation skills. Strong analytical, policy analysis and report writing skills.

- Computer literacy (MS Office) and knowledge of the PERSAL system. Ability to work independently, under pressure, and as part of a team. Willingness to work overtime and travel when required.
- DUTIES** : Give technical support on the compilation & review of job descriptions as well as maintain a job description database (Identify posts without JD's and assist in compiling them, Maintain an updated Job Description database system, Support with conducting information sessions on job descriptions, Align JD's with coordination generic JD's) Provide support on job evaluations services (Request all relevant information for benchmarking purposes, Coordinate job evaluation interviews, Prepare all required documents for JE purposes e.g. PIQ, booklets, Maintain an updated Job Evaluation database system) Provide assistance on organizational development processes and procedure (Assist in the reviewing, developing and monitoring of the organisational structure, Align organisational structure to PERSAL e.g. creation, abolishing, etc.) Render assistance with the development, implementation and reporting of the Operational Management Framework (Assist in conducting Organisational Functionality Assessment (OFA) in the department, Assist with the implementation and annual reporting of the departments OFA, Assist with the development of the Service Delivery Model (SD), Support units with the compilation of Standard Operating Procedures and Business Process Management). Supervise human resources.
- ENQUIRIES APPLICATIONS** : Mr B. Aaron Tel No: (053) 8300 610
: Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.
- POST 06/198** : **PHARMACIST ASSISTANT (POST BASIC) REF NO: NCDOH 32/2026 (X1 POST)**
- SALARY** : Grade 1: R264 750 – R298 482 per annum
Grade 2: R306 411 – R324 117 per annum
Grade 3: R330 540 – R375 381 per annum
- CENTRE REQUIREMENTS** : Bergsig PHC, Namakwa District
: Registration with the South African Pharmacy Council (SAPC) as Pharmacist Assistant (Post Basic) Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post Basic). **Grade 2:** A minimum of 5 years' appropriate experience as a Pharmacist Assistant (Post Basic) after registration with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as a Pharmacist Assistant (Post Basic) after registration with the SAPC.
- DUTIES** : Assist in training of Learner Basic Pharmacist Assistants. Procure, store and distribute medical stock throughout the institution. Optimally counsel patients. Effective stock control. Inform staff in all hospital departments with regard to medicine, relative medicine costs and cost-effective usage. Provide pharmaceutical service to hospital departments and primary health care facilities. Collect information for research purposes. Provide an effective support service to the Pharmacists within the District.
- ENQUIRIES APPLICATIONS** : Mr D. Grootboom / Ms. EA Cloete Tel No: (027) 712 1601 / (027) 712 1078
: Application can be e-mailed to namakwaapplications@gmail.com or hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240.
- NOTE** : All applicants must complete an application register when an application is hand delivered.
- POST 06/199** : **ADMINISTRATIVE CLEK: SUPPLY CHAIN MANAGEMENT REF NO: NCDOH 33/2026 (X1 POST)**
Job Purpose. To provide support in supply chain management function.
- SALARY** : R228 321 per annum
CENTRE : Robert Mangaliso Sobukwe Hospital
REQUIREMENTS : A Senior/Grade 12 certificate or equivalent with 0 - 2 years' experience in Supply Chain Management (logistics). Three year Tertiary Qualification will serve as an added advantage. Competency Profile: Valid unexpired driver 's license will serve as an added advantage. Computer literacy (MS word, excel, power point and exchange). Knowledge of LOGIS. Knowledge and

understanding of the legislative framework governing the public services. Knowledge of working procedures in terms of working environment. Interpersonal relations, flexibility and teamwork. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (both verbal and written). Accountability and ethical conduct.

DUTIES : Render Logistics and inventory management support. Render demand and acquisition clerical support. Render logistical support services. Provide effective administration of purchase orders. Administer the goods receipt process for goods and services acquired. Receive and verify goods from suppliers. Capture goods and services receipt vouchers. Check and issue receivables to responsible components. Stocktaking. Receiving and issuing stock from the warehouse. Manage 0-9 file, expediting open purchase orders. Managing and reporting on open purchase orders (commitments). Compile disclosure of commitment. Perform any other administrative duties as may be requested by supervisor.

ENQUIRIES : Mr. T Langa Tel No: (053) 802 9111
APPLICATIONS : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

POST 06/200 : **FINANCE CLERK REF NO: NCDOH 34/2026 (X1 POST)**
 Job Purpose. To render clerical financial support services within the facility.

SALARY : R228 321 per annum (Level 05)
CENTRE : Northern Cape Mental Health Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Finance and a three years Tertiary Qualification will be an added advantage. Competency Profile: Competencies (knowledge/skills): Knowledge of computerised Management Financial systems. Knowledge of: Payments, Clearing of Ledger Accounts. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury Regulations.

DUTIES : Compile and capturing all financial transactions. Clearing of suspense accounts. Filing of all documents. Receiving and, checking of invoices for correctness. Reconcile expenditure against budget. Capture, allocate virements and shifting on budget. Perform duties related to Electronic System processes and compliance. Perform and assist with Interim and Annual Financial statement reporting and financial year end tasks. Ensure compliance to all relevant laws and prescripts related to Financial Management.

ENQUIRIES : Ms. R Visagie Tel No: (053) 802 3600
APPLICATIONS : Please note applications can be hand delivered to the Northern Cape Mental Health Hospital, Portion 84, Number 80 on R31, Barkly Road, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za. Applicants must complete the application register when the application is hand delivered.

POST 06/201 : **STAFF NURSE GRADE REF NO: NCDOH 35/2026 (X2 POSTS)**

SALARY : Grade 1: R220 614 – R246 798 per annum
 Grade 2: R262 287 – R294 513 per annum
 Grade 3: R306 798 – R376 458 per annum
CENTRE : Namakwa District: Kamieskroon PHC (X1 Post)
 Springbok Hospital (X1 Post)
REQUIREMENTS : Qualification that allows registration with the SANC as Staff Nurse. Registration with SANC as Enrolled Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse.

DUTIES : To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care

duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals. Implementation of standards to ensure adherence to National Core Standards and Ideal Hospital measures.

ENQUIRIES APPLICATIONS : Mr D. Grootboom/Ms. EA Cloete Tel No: (027) 712 1601 / (027) 712 1078
 : Application can be e-mailed to namakwaapplications@gmail.com or hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240.

NOTE : All applicants must complete an application register when an application is hand delivered.

POST 06/202 : **DRIVER REF NO: NCDOH 36/2026 (X1 POST)**
 Job Purpose. To render driver/messenger services.

SALARY CENTRE REQUIREMENTS : R193 359 per annum (Level 04)
 : Northern Cape Mental Health Hospital
 : Grade 10/ABET Level 4 or equivalent qualification. Code B or C1 valid driver's license with PDP, 7 – 12 months relevant experience as a driver. Competency Profile.

DUTIES : Collect and deliver documents internal and external. Collect and deliver mail to and from the Hospital. Transport employees and Patients. Collect and deliver office equipment. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Complete all the required and prescribed records and logbook with regard to the vehicle and the goods handled.

ENQUIRIES APPLICATIONS : Ms. C.V Solo. Tel No: (053) 802 3600
 : Please note applications can be hand delivered to the Northern Cape Mental Health Hospital, Portion 84, Number 80 on R31, Barkly Road, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za. Applicants must complete the application register when an application is hand delivered.

POST 06/203 : **NURSING ASSISTANT REF NO: NCDOH 37/2026 (X2 POSTS)**

SALARY : Grade 1: R174 261 – R196 305.per annum
 : Grade 2: R203 271 – R227 286.per annum
 : Grade 3: R239 559 – R294 513.per annum

CENTRE : Namakwa District: Joe Slovo (X1 Post)
 : Leliefontein PHC (X1 Post)

REQUIREMENTS : Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: **Grade 1:** None, **Grade 2:** A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant.

DUTIES : Assist patients with activities of daily living (physical care): Maintain hygiene of patient; Provide nutrition; Assist with mobility; Assist with elimination processes. Provide elementary 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 oral medication); Preparation of patients for diagnostic and surgical procedures; 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 APPLICATIONS** : Mr D. Grootboom/Ms. EA Cloete Tel No: (027) 712 1601 / (027) 712 1078
 : Application can be e-mailed to namakwaapplications@gmail.com or hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240.
- NOTE** : All applicants must complete an application register when an application is hand delivered
- POST 06/204** : **CLEANER REF NO: NCDOH 38/2026 (X4 POSTS)**
 Job Purpose. To provide housekeeping and cleaning services.
- SALARY CENTRE REQUIREMENTS** : R138 486 per annum (Level 02)
 : Northern Cape Mental Health Hospital
 : Grade 10/ABET Level 4 or equivalent qualification. Must be physically fit to move heavy objects. Competencies: Good communication skills. Relevant experience as a cleaner will be added advantage. Competency Profile: 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 Housekeeping supervisor. Adhere to loyal service ethics.
- ENQUIRIES APPLICATIONS** : Ms C.V Solo Tel No: (053) 802 3600
 : Please note applications can be hand delivered to the Northern Cape Mental Health Hospital, Portion 84, Number 80 on R31, Barkly Road, Kimberley, 8301 or emailed to nhealthhr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.
- POST 06/205** : **GROUNDSMAN REF NO: NCDOH 39/2026 (X2 POSTS)**
 Job Purpose. To provide maintenance and cleaning services of grounds.
- SALARY CENTRE REQUIREMENTS** : R138 486 per annum (Level 02)
 : Northern Cape Mental Health Hospital
 : Grade 10/ABET Level 4 or equivalent qualification. Appropriate hospital experience in gardening and grounds maintenance will be added advantage. Must be physically fit to move heavy objects. Competency Profile: Ability to operate machinery and equipment.
- DUTIES** : To deliver an effective cleaning and maintenance service on the grounds of the hospital. Maintenance of terrain, gardens and lawns. Maintain apparatus and equipment. Perform heavy manual labour including lifting, using various gardening and grounds maintenance tools and power equipment safely and efficiently.
- ENQUIRIES APPLICATIONS** : Ms C.V Solo Tel No: (053) 802 3600
 : Please note applications can be hand delivered to the Northern Cape Mental Health Hospital, Portion 84, Number 80 on R31, Barkly Road, Kimberley, 8301 or emailed to nhealthhr@ncpg.gov.za Applicants must complete an application register when an application is hand delivered.

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Practices and Administration, Ground Floor, Ga-rona Building or can be emailed to recruitment2@nwpg.gov.za
- CLOSING DATE** : 06 March 2026, (Applications must have reached the Office by 16h30 pm on the closing date, otherwise they will not be considered).
- NOTE** : General Instructions: Note: In terms of the Departmental Employment Equity Plan, females and persons with disabilities will receive preference. The Office is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the HoD echelons through the filling of these posts. Candidates whose transfer/promotion/appointment will promote the aforementioned will receive preference. The office reserves the right not to make an appointment to this post. Note: This is the re-advertisement and candidates who previously applied for this post need not to re-apply since their applications will be considered. The Applicant must fully complete all fields on the New Amended Z83 Form (81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled on every page. The new Z83 Form obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <http://www.dpsa.gov.za/newsroom/psvc/> and must be accompanied by a recently updated and Comprehensive/Detailed Curriculum Vitae with competencies and experience, including three (3) names of contactable referees. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. 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. The successful candidate will be required to enter into an employment contract and a performance agreement. Successful candidate will be subjected to security vetting. The candidate will have to disclose his/her financial interest. Please note: Applicants are only submitting Z83 and CV, all other documents are submitted by shortlisted candidates. Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiry persons to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make any appointments to the advertised posts.

MANAGEMENT ECHELON

- POST 06/206** : **HEAD OF DEPARTMENT (HOD) REF NO: NWP/OOP/2026/07**
(5-year Fixed-Term Contract)
Re-advertisement
- SALARY** : R1 813 182 per annum (Level 15), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules) plus non-pensionable Head of Department's allowance equal to 10% of the all-inclusive remuneration package.
- CENTRE** : Mmabatho
- REQUIREMENTS** : An appropriate post-graduate qualification (NQF 8) as recognised by SAQA. A minimum of ten (10) years' experience at Senior Managerial Level. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for

shortlisting and interviews, but the successful candidate shall not be appointed before successfully obtaining the certificate (SMS Pre-Entry/Programme) offered by the National School of Government. Information can be accessed via this link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Core management competencies: Strategic capability and leadership skills Client orientation and customer focus Financial management People management and empowerment Communication Project and programme management Change management, Knowledge management and service delivery Problem solving and analysis, Knowledge of MS Word, MS Excel and MS PowerPoint.

- DUTIES** : Provide effective, efficient management and administration in the Department. Provide strategic direction and leadership for the department. Ensure effective utilisation and training of staff. Maintain sound labour relations and discipline of staff. Ensure proper use, care and maintenance of state assets and resources. Render sound financial management in the department, including serving as an Accounting Officer of the department. Implement all laws and policies applicable to the department, any other function that may in law be entrusted, assigned, or delegated to an Accounting Officer and or Head of Department. Manage and Oversee Agricultural Regulatory and Technical Services, Agricultural Development and Farmer Support Services and Integrated Rural Development Services and Provide technical support on Public Private Partnership projects. Liaise with and co-ordinate partnerships with other government, non- governmental institutions and other partners.
- ENQUIRIES** : Ms. Yvonne Modubu Tel No: (018) 389 5638

DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

The North West Department of Cooperative Governance & Traditional Affairs is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. People with disability are encouraged to apply.

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag X2145, Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex), email: nwcogtarecruit@nwpg.gov.za
- FOR ATTENTION** : Ms EtheliaMasibi Tel No: (018) 388 3933 or Ms Katlego Sebaetse Tel No: (018) 388 3935
- CLOSING DATE** : 06 March 2026, Time (16H00)
- NOTE** : Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience, and with full names, addresses, and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications; however, shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. OSD posts will be remunerated in accordance with relevant directives. Please note: It is the responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. NB: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>. Successful SMS Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will undertake a two day competency assessments at a venue and date determined by the Department. The competency assessment test generic managerial competencies using mandated DPISA SMS competency assessment tool. 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.

Appointment of the successful candidate(s) will be strictly subject to the Personnel Suitability Checks results/outcome before appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Directions on how to fill in the New Z83 Form NB: Candidate should note the following information on the new Z83 application form: All fields of the Z83 are compulsory, and the applicant's signature is mandatory. The Z83 must be completed in full and signed for an applicant to be considered. The form must be completed in manner that provides sufficient information about the candidate and the post applies for by completing all relevant fields. The questions related to conditions that prevent re-appointment under part F must be answered, it requires an applicant to specify if any conditions may prevent re-employment in the public service. Applicants currently employed by the public service do not need to complete the section intended for those seeking re-employment. The Z83 form must be completed in full and signed in order for an applicant to be considered. Part A, B, C and D applicants may leave questions blank, mark them as not relevant, and uses dashes or N/A if they do not apply to them or the position they are applying for. The initials on the second page, where the signature is situated, are not mandatory. NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

MANAGEMENT ECHELON

POST 06/207 : **DIRECTOR: TRADITIONAL INSTITUTIONAL & RESOURCE ADMINISTRATION REF NO: 55/25-26**
 Chief Directorate: Traditional Institutional Management
 Directorate: Traditional Institutional & Resource Administration
 Job Purpose: To administer Traditional Institutional and Resource Administration support services.

SALARY CENTRE REQUIREMENTS : R1 266 714 per annum (Level 13)
 : Mmabatho
 : Matric/Grade 12. Degree (NQF level 7) in Public Management / Public Administration / Financial Management / Financial Accounting / Business Management / Business Administration as recognized by SAQA. Minimum 5 years' relevant experience at Middle/Senior Managerial level in Traditional Institutional Management environment/Administration. SMS Pre-entry Certificate submitted prior to appointment. Valid driver's license. Competencies/Knowledge/Skills: In-depth knowledge of Customary Law Intergovernmental prescripts Traditional and Khoi San Leadership Act. North West Traditional Governance and Framework Act, North West House of Traditional Leaders Act, Public Financial Management Act, Public Service Regulation, Traditional Courts Act, Promotion of Administration Justice Act, Protection Access to Information Act, Promotion Access to Information Act, Strategic Planning, Communication Leadership Policy interpretation and Development. Facilitation, Report Writing, Computer Literacy Project Management, Problem Solving, Conflict management, Planning, Information Management, Financial Management, Analytical thinking.

DUTIES : Facilitate implementation of Traditional Council Land Administration Support. Facilitate implementation of Traditional governance and Resource Administration services. Coordinate implementation of Traditional institutional financial administration services. Coordinate implementation of district Traditional Institutions Financial and Administrative Support.

ENQUIRIES : Mr. S. Ruthoane Tel No: (018) 388 4129

OTHER POSTS

POST 06/208 : **DEPUTY DIRECTOR: MUNICIPAL CORPORATE SERVICES REF NO: 56/25-26**
 Chief Directorate: Cooperative Governance
 Sub-Directorate: Municipal Governance & Corporate Services
 Job Purpose: To coordinate implementation of municipal corporate services.

SALARY : R896 436 per annum (Level 11)

CENTRE REQUIREMENTS : Mmabatho
: Matric/Grade 12. Diploma (NQF level 6) in Human Resource Management / Labour Law / Public Administration / Public Management / Development Studies / Business Administration / Public Governance as recognized by SAQA. Minimum 3 years' relevant experience in Human Resource Management/Municipal Corporate service at Assistant Director/Junior Management Level. Valid driver's license. Competencies /Knowledge / Skills: In Depth knowledge of Public Service Regulation Public Financial Management, Act Municipal Structure Act, Municipal Systems Act Development Levy Act, Municipal Financial Management Act ,Labour Relations Literacy, Communication, Promotion of Access to Information Act, Skills Development Act, Basic Conditions of Employment Act, Computer Literacy ,Communication, Report Writing Analytical Skills, Policy Interpretation and Development ,Facilitation, Problem Solving, Information management, Change Management.

DUTIES : Facilitate implementation of Municipal Organisational Development and Human Resource Planning services. Facilitate provision of municipal capacity development programmes. Facilitate provision of municipal Labour Relations services. Facilitate municipal Human Resource Administration support services.

ENQUIRIES : Mr. D. Moate Tel No: (018) 388 3544

POST 06/209 : **DEPUTY DIRECTOR: MUNICIPAL GOVERNANCE SERVICES REF NO: 57/25-26**
Chief Directorate: Cooperative Governance
Directorate: Municipal Governance & Corporate Services
Job Purpose: To coordinate implementation of municipal governance support services.

SALARY : R896 436 per annum (Level 11)
CENTRE : Mmabatho
REQUIREMENTS : Grade 12/Matric. Diploma (NQF Level 6) in Public Administration /Law /Political Science /Risk Management/Public Governance /Financial Management /Accounting /Auditing as recognised by SAQA. Minimum 3 years' relevant experience in municipal administration or municipal governance environment at Assistant Director/Junior Management level. Valid driver's license. Competencies/Knowledge/Skills: In-Depth Knowledge of Municipal Structures Act , Municipal Systems Act ,Municipal Finance Management Act, Promotion of Administrative Justice Act, Section 79 Committees, Service Delivery Budget Implementation Plans, Integrated Development Plan, Risk management Framework, Local Government Anti-Corruption Strategy Codes of conduct for municipal officials , Prevention and Combating of Corrupt Activities Act, Public Accounts Committee procedures and best practices, National Treasury Regulations, Government-wide M&E Policy Framework, Medium-Term Strategic Framework, Operational Management Framework, Communication, Risk management and Internal Controls, Financial Management, Leadership, Financial Data Interpretation, Ethics and Integrity Management, Report Writing ,Computer Literacy, Facilitation, Policy Interpretation and Development, Analytical and research skills , Problem solving, Investigation.

DUTIES : Facilitate Municipal council oversight support. Monitor municipal Public Accounts Committee. Facilitate municipal Ethics, integrity and Anti-Corruption Management support. Monitor Intergovernmental Relations Structure. Facilitate implementation of Municipal Governance Legislation.

ENQUIRIES : Mr. D. Moate Tel No: (018) 388 3544

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
WESTERN CAPE EDUCATION DEPARTMENT (WCED)**

- APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox.
- CLOSING DATE** : 13 March 2026
- NOTE** : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. 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
- OTHER POSTS**
- POST 06/210** : **DEPUTY DIRECTOR REF NO: 3**
Directorate: Institutional Management & Governance
- SALARY** : R896 436 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
- CENTRE** : Cape Town
- REQUIREMENTS** : Appropriate B degree, 3 years management experience. Advance Knowledge of South African Schools Act and the FET Act, Advanced knowledge of modern systems of governance and administration, Advance knowledge of public policy-making processes, Knowledge of the policies of the government of the day, Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector, Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector, Knowledge of communication, media management, public relations, public participation and public education, Knowledge of project management processes. Strong analytical and systems thinking skills, Strategic planning, monitoring and evaluation skills, Strong conceptual and formulation skills, Strong leadership skills with specific reference to the ability to display thought leadership in complex applications, Team building and strong inter-personal skills, Excellent communication skills, outstanding planning, organizing and people management skills, Computer literacy skills.
- DUTIES** : Line Management: Manage the Sub Directorate Institution Management, Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Sub Directorate's Business Plan. Financial Management: Active participation in the budgeting process at Sub Directorate and Directorate level. Client and Liaising.
- ENQUIRIES** : Dr N Moolla Tel No: (021) 467 2613

<u>POST 06/211</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 25</u> Directorate: Strategic People Management
<u>SALARY</u>	:	R896 436 per annum (Level 11), All-inclusive package to be structured in accordance with the rules for MMS
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	3-year post school qualification.3 years middle management experience. Knowledge of Employee Health and Wellness related process. Knowledge of Employee Health and Wellness related systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting Finance and Audit; Legal Administration. Other: Managerial skills; Leadership skills; Interpersonal skills, Analytical skills; Problem solving; Decision Making; Facilitation and Presentation skills; Conflict resolution; Organising; Good written and oral communication skills.
<u>DUTIES</u>	:	Plan, organise, control, manage and maintain the employee health and wellness programme. Manage the monitoring and evaluation of EHW governance and compliance. Manage and coordinate the provision of reasonable accommodation. People Management -Manage the HR of the component to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations. Financial Management - Plan the component's budget and manage expenditure through responsible implementation of policies, practices and decisions in order to achieve component objectives effectively and efficiently.
<u>ENQUIRIES</u>	:	Mr R Oosthuizen Tel No: (021) 467 2475
<u>POST 06/212</u>	:	<u>DEPUTY DIRECTOR REF NO: 20</u> Directorate: Service Benefits
<u>SALARY</u>	:	R896 436 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Minimum requirement: National Diploma (NQF Level 6) or Degree in Human Resources and 3 years management experience. Knowledge: Constitution of RSA / PGWC, Public Service Act and Regulations, Skills Development Act, Employment Equity Act, Basic Conditions of Employment Act, Pension funds Act, Labour Relations Act, White Paper on Transformation & Batho Pele Principles, White Paper on Service Delivery in the Public Service, Skills Development Act, Skills Levies Act, Line function and life skills training, Human Rights Practices, People Management, Skills Development Strategy of the Public Service / CS Educators, New Management Framework, Education Law and Policy, Disciplinary Codes and Procedures, CORE & Compensation Management (JD & JD) Collective Agreements, SPMS, PERSAL, Public Finance Management Act, Sense of the demographics of WCED. Skills: Managerial skills, Leadership skills, Interpersonal skills, Communication skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, PowerPoint), Outlook, or Internet, PERSAL, Good written and oral communication skills.
<u>DUTIES</u>	:	Manage the execution / administering of all service benefits. Ensure compilation of management reports. Ensure annual auditing of vacation leave. Report on leave patterns / tendencies that might impact on the service delivery of the Department. Managing termination of services (resignation, ill health, retirements, severance package, dismissals, etc.) Ensure implementation of the annual salary adjustments and service benefits. Managing deficiencies from exceptional PERSAL reports. Ensure audit on payments of service benefits (housing allowance, guarantees, overtime, etc.) Ensure the keeping and maintenance of registers (overtime, Injury of Duty, Subsistence and Travel allowance, BAS Payments, clearance certificates, Salary Recourse, leave without pay, Medical Aid, State Guarantees, Interns, Working hours, PILIR, Remunerated Work Outside the Public Service.) Financial Management: Provide input for the budget process in the Directorate. Recommend budget

levels for new financial year. Manage and control the application of state funds and property in the sub-directorate. Monitor budget levels for sub-directorate. Authorise expenditure i.t.o. departmental delegation regarding advertisements, S&T, equipment purchases and skills development. Annual itemising of funds. Exercise monthly expenditure control. Submit monthly personnel audit and cash flow projections. Exercise managerial function attached to the post: Manage the execution of goals set for the sub-directorate. Ensure effective recruitment, selection and appointment of officials. Develop Action Plans for / manage the Sub-directorate East for District and institutions. Strategic and operational planning of the sub-directorate. Give support and render advice to staff regarding procedures, requirements and general prescripts. Ensure that staff is adequately trained and developed to fulfill their functions in Service Benefits. Apply and maintain discipline in sub-directorate. Manage performance of staff. Conduct review sessions, training and coaching based on outcome of review sessions. Quarterly Performance Report. Attendance of staff meetings, division head meetings, directorate meetings. Provide monthly management report and statistics on the activities of the Sub directorate to HOD and SMS members. Monitor workflow of staff.

ENQUIRIES :

Ms D Pillay Tel No: (021) 467 2477

POST 06/213 :

QUANTITY SURVEYOR PRODUCTION GRADE A REF NO: 8
Directorate: Infrastructure Delivery Management

SALARY :

R761 157 per annum, (OSD). Salary depending on years of experience after registration as a professional with the professional body.

CENTRE REQUIREMENTS :

Cape Town
B Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. 3 (three) years' experience post qualification or registered as a Candidate Quantity Surveyor with SACQSP and is willing to be part of a developmental programme with condition that the Candidate must register as a Professional within 3 (three) years. Valid Driver's License. Computer literacy. Knowledge: 3 (three) years' post qualification relevant experience in working on infrastructure projects (both capital / new and maintenance / existing) from inception to completion. A good understanding of- and in project management. A good understanding of infrastructure planning and its contribution to the timeous development of education infrastructure. Experience in institutional systems / processes. Candidate must be able to operate both independently and as part of a team. Skills: Planning and organizing, research and technical report-writing and programme/ project management skills. The ability to interpret and apply approved design guidelines and technical specifications to design solutions.

DUTIES :

Contribute to the preparation of the Construction Procurement Strategy (CPS) and the Infrastructure Programme Management Plan (IPMP); Contribute to the Preparation and/or approve Packages/ individual Project Briefs inclusive of the determination of the Control Budget; Participate in the preparation and/or assessment of the procurement process related to the appointment of Professional Service Providers (PSPs) and/or contractors; Contribute to the review and/or acceptance of the Infrastructure Programme Implementation Plan (IPIP); Management and/or monitoring of the implementation of Programmes and/or projects; Approval of Project Stage Reports (deliverables) and designs; Manage the interface between the end-user and or community and the Implementing Agent (IA). Experience in all financial aspects of a project from inception to close-out is required.

ENQUIRIES :

Mr GP Nieuwoudt Tel No: (021) 467 2052

POST 06/214 :

CONTROL WORKS INSPECTOR REF NO: 6
Directorate: Infrastructure Delivery Management

SALARY :

R582 444 per annum (Level 10)

CENTRE :

Cape Town

REQUIREMENTS :

National Diploma in Engineering, Building or Mechanical, Electrical or N3 with passed Trade Test and six years post qualification experience, a valid driver's license and must be computer literate. Relevant Experience: Six years post qualification and relevant experience working on a construction site for a major Contractor, Government Dept or Municipality and dealing with Programme, Quality, Budget and Time Management would be preferential. Experience in managing stakeholders on various levels from inception through to completion

of projects. Experience and understanding of budgets from an infrastructure perspective and in the public service domain. Must have strong verbal and written communication skills and experience to support this. Must have strong report writing skills. Must be comfortable operating independently and in a team environment.

DUTIES : Manage District inputs for infrastructure planning. Manage implementation of all types of building projects in the Education Districts. Undertaking and compiling Condition Assessments of school facilities including NEIMS assessments. Manage School Maintenance and disaster management. Manage people and finances.

ENQUIRIES : Mr GP Nieuwoudt Tel No: (021)467 2052

POST 06/215 : **SOCIAL WORKER SUPERVISOR GRADE 1 REF NO: 80**
District Office: Education District Office West Coast

SALARY : Grade 1: R477 564 – R561 378 per annum, (OSD as prescribed)
Grade 2: R585 441 – R893 949 per annum, (OSD as prescribed)
Salary depending on years of experience after registration with the professional body.

CENTRE : Paarl

REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work). Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker and proof of payment of registration for 2024. A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendations: Valid Drivers License. Experience in the field of child and youth care. Knowledge of: Inclusive Education (IE) policies (White Paper 6); Screening, Identification, Assessment and Support (SIAS) policy; Guidelines on the development of Full-service/Inclusive Schools; Guidelines on the development of Special Schools into Resource Centres; Responding to Learner Diversity in the Classroom; Care and Support for Teaching and Learning (CSTL); Integrated School Health Policy. Skills: Organising and planning. Project Planning. Psycho social intervention. Communication and language (2 Official languages). Interpersonal. Report-writing. Computer literacy. Presentation and facilitation. Problem Solving and analysis. Client orientation and customer focus. Personal Attributes. Therapeutic assessment and techniques; Multi-disciplinary teamwork; Preventative and developmental approach; Development of training programmes; Report writing; Analysis of data and trends; Therapeutic research methodology; Communication, consultation and facilitation skills; Computer literacy; Presentation skills and organising and planning.

DUTIES : Plan and coordinate the implement of social work capacity building programmes for the early identification of and interventions relating to social, emotional and behavioural barriers to learning. Coordinate and monitor the provision of training to teachers, parents and support in the early identification and management of learners who experience social, emotional and behavioural barriers to learning. Coordinate and plan the development and implementation of preventative programs for learners, parents and School Governing Bodies (SGBs) that address and/ or prevent social emotional and behavioural barriers to learning. Plan, coordinate and monitor the implementation of Inclusive Education Policies. Render, manage and coordinate the provision of specialised social work support to strengthen District and School-based support teams (DBSTs/SBSTs)w rt: training sustaining and promoting SBSTs in collaboration with the DBST; collaboration of multi-disciplinary teams (DBSTs); provision of social work advisory services to SBSTs; provision of direct social work services to learners when necessary; provision of social work inputs for the district with regard to policy development and reviews; conducting of discipline specific research. Render, manage and coordinate participation in inter- and intra-sectoral networks and collaborations; promote inclusive schools as Centres of Care and Support for Teaching and Learning (CSTL); participation in the district-level inter-sectoral forums to support and enhance the capacity of the system to address barriers to learning; liaison with relevant professional boards and tertiary institutions. Provide professional supervision of Social Workers within the district to ensure an effective, efficient and quality school social work services. Monitor, guide and support school social workers within the district on legislation, policies and guidelines relating to social work service delivery in the Public Ordinary and Public Special Schools. Monitor and support the process of assessments,

reporting, referrals and placement of Learners according to levels of need. Monitor and support the implementation of social work administration- and record keeping management processes. Participate in the recruitment and selection of social workers in the district. Ensure compliance to SACSSP CPD policy. Conduct the effective management of performance appraisal of social workers within the district. report quarterly on social work service delivery within the district to the Head: Learner Support and the Provincial Social work Manager.

ENQUIRIES : Mr N Petersen Tel No: (023) 348 4600

POST 06/216 : **ASSISTANT DIRECTOR REF NO: 94**
Directorate: Management Accounting

SALARY : R468 459 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS :

A relevant National Diploma or Degree in Finance, plus a minimum of 3 years relevant experience in a financial and/or budget environment; A valid driver's license. Knowledge: Knowledge of financial policies and regulations. Knowledge of financial processes. Ability to analyze and interpret financial data. Advanced computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Technical knowledge of financial systems. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. The ability to give clear direction in realizing objectives. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure in a dynamic and diverse environment. People management skills.

DUTIES : Provide management information with regard to the financial processes within the Department, for example institutional funding and budget-related matters. Ensure effective implementation and monitoring of financial policies and guidelines and assist in the formulation thereof. Manage and analysis of project costing/related activities including providing advice on the outcome of these costing to management. Analyse expenditure trends/reports and provide reports to management and external stakeholders. Co-ordination and preparation of submissions/presentations to serve at high level meetings. Manage and submit cash flow plans as well as the reporting thereof. Manage the re-allocation of funds and movement of funds allocated within the budget after reprioritization. Ability to assist and support financial data modelling. Analyse and interpret financial and non-financial data and prepare a submission on the findings to management including performance reporting and financial statement inputs. Manage institutional funding including communication, affordability of costing proposals and payments. Research and development of policy applications in a financial environment. Management of staff in the component including general administrative tasks and other employee related matters.

ENQUIRIES : Mr R Eyssen Tel No: (021) 467 2662

POST 06/217 : **ASSISTANT DIRECTOR: WORKFORCE PLANNING REF NO: 26**
Directorate: Strategic People Management

SALARY : R468 459 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS :

At least a recognized 3-year post matric qualification which can be in Human Resource Management, Public Management or Industrial psychology, with at least 3 years relevant experience in human resources. Knowledge: Knowledge of post provisioning and workforce planning related process., Knowledge of post provisioning and workforce planning related systems., Knowledge of related prescripts, Ensure compliance with educator/public servant prescripts, Labour Relations Act (LRA), 66 of 1995., Employment of Educators Act 76 of 1998., Public Service Act, 1994, South African, Schools Act 84 of 1996, Basic Conditions of Employment Act (BCEA) 75 of 1997., Knowledge of other related legislation. Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management Leadership skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Good written and oral communication skills.

DUTIES : Operationalise and implement the administration of the basket of educator posts process for Ordinary Public Schools and Ordinary Special Schools. Operationalise, coordinate and report on the implementation of workplace

		planning interventions. Develop and maintain norms and standards for institution-based employees (Educator and Public Servants). Coordinate and facilitate the processes regarding Organisation Development (OD) investigations and job evaluations. People Management.
<u>ENQUIRIES</u>	:	Mr R Oosthuizen Tel No: (021) 467 2475
<u>POST 06/218</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNTS RECEIVABLE (DEBTORS) REF NO: 88</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher qualification) in Accounting Sciences; A minimum of 3 years relevant management experience in Financial Accounting; A valid driving license and willingness to drive. Recommendation: The following will serve as strong recommendations: Knowledge and experience in a financial environment. Expert knowledge of BAS and PERSAL will be to your advantage. Knowledge: Knowledge of financial policies and regulations. Knowledge of financial processes. Ability to analyse and interpret financial data. Operational knowledge of financial systems. Skills: Advanced computer skills in Microsoft Office applications. Ability to work under pressure and independently in a fast-paced environment. Excellent problem-solving and decision-making skills, analytical and communication skills, (verbal and written). Effective communication for collections and client relations. Planning and organisation: The capacity to effectively manage time, prioritize tasks and organise workflows is vital for handling a high volume of accounts and meeting deadlines. Proactiveness and strategy: The ability to proactively implement collection strategies, create credit policies and continuously improve the Accounts Receivable process to align with strategic business goals.
<u>DUTIES</u>	:	Manage the administration of accounts receivables (Ensure all debts are accounts for, ensure adherence to due dates, ensure all accurate status of debts). Manage investigations on long outstanding debts and reporting theft and losses(write-offs) and debts referrals to 3rd parties such as debt collectors State Attorney. Co-ordination and preparation of submissions/presentations to management. Manage the development of and maintenance of a database of debt take-Ons debt referred to 3rd parties and write-off debts. Management of functions on financial systems and corrective journals. Manage enquiries from public, relevant stakeholders and Auditor General implementation of audit recommendations. Clearing of suspense accounts, management of suspense accounts and financial reports. Management of ageing of debtor and /or creditor accounts, ledger accounts and inputs to interim Financial Statements/ Annual Financial Statements related functions and information. General supervision of employees including managing performance, conduct and discipline of supervisees. Ensure effective implementation and monitoring of financial policies and guidelines and assist in formulation thereof. Monitor policies and legislative framework to ensure cognisance is taken of new developments, develop and maintain departmental policies and ensure compliance to all applicable prescripts and regulations.
<u>ENQUIRIES</u>	:	Ms C Adendorff Tel No: (021)467 2506
<u>POST 06/219</u>	:	<u>ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 19</u> Directorate: Service Benefits
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) or Degree in Human Resources or an equivalent qualification plus a minimum of 3 years relevant experience in Human Resources Administration. Recommendations: Experience in public service and education environment with specific reference to applicable employment and conditions of service legislation; proven communication skills in at least two official languages of the Western Cape Province. Knowledge of: Relevant Education and Public Service Acts, Policy documents, Public Finance Management Act, Education Law and Policy, CORE, Personnel Administration Measures (PAM) & Public Service (PS) Regulations, Collective Agreements, Resolutions and PERSAL. Managerial, Leadership and Interpersonal skills; Written and Verbal Communication skills; Analytical, Problem Solving,

DUTIES : Decision Making, Facilitation and Presentation skills; Conflict Resolution; Organising skills. Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS PowerPoint); MS Outlook, Internet. Exercise managerial functions pertaining to the post, including but not limited to assisting the Deputy Director. Manage and supervise staff members, including but not limited to training, monitoring and evaluation. Manage and supervise general administrative duties with regard to service benefits and conditions of service. Implementation of policies and procedures related to HR Administration. Manage and supervise functions pertaining to leave administration. Manage and supervise the exit management service. Manage and supervise functions pertaining to appointments & salary administration; and perform more complex work regarding the functions above.

ENQUIRIES : Ms D Pillay Tel No: (021)467 2477

POST 06/220 : **ASSISTANT DIRECTOR: PEOPLE EMPOWERMENT SERVICES REF NO: 23**
Directorate: Directorate: Strategic People Management

SALARY : R468 459 per annum (Level 09)

CENTRE : Cape Town

REQUIREMENTS : A 3 year post Matric qualification (National Diploma/ Degree) as recognized by SAQA in Human Resource Development; A minimum of 3 years' experience in Human Resource Development environment at supervisory level; Computer literacy; Valid driver's license. Knowledge of Skills Development Act, Skills Development Levies Act, Adult Basic Education and Training Act, Basic Conditions of Employment Act, Public Finance Management Act, Public Service Act, Public Service Regulations, Treasury Regulations, Employment of Educators Act; South African Schools Act; SAQA; Labour Relations Act; Government initiatives. Knowledge of people empowerment related process. Knowledge of people empowerment related systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Analytical; Project management; Presentation; Report writing; Monitoring and evaluation; Team leadership.

DUTIES : The successful candidate will perform the following duties: Facilitate the implementation of Internship and Learnership programmes; Facilitate the implementation of study assistance programmes; Coordinate the Compulsory Induction Programme; Facilitate the payment process for the programmes; Co-ordinate Orientation programme; Compile reports for all programmes; Maintain partnerships with relevant stakeholders; Manage human, finance and other resources.

ENQUIRIES : Mr R Oosthuizen Tel No: (021)467 2475

POST 06/221 : **ASSISTANT DIRECTOR: PEOPLE POLICY AND ANALYTICS REF NO: 27**
Directorate: Strategic People Management

SALARY : R468 459 per annum (Level 09)

CENTRE : Cape Town

REQUIREMENTS : At least a recognized 3-year post matric qualification which can be in Human Resource Management, Public Management or Industrial psychology, with at least 3 years relevant experience in human resources. Knowledge: Knowledge of people policy and analytics processes, Knowledge of people policy and analytics systems, Knowledge of related prescripts, Ensure compliance with educator/public servant prescripts, Labour Relations Act (LRA), 66 of 1995, Employment of Educators Act 76 of 1998., Public Service Act, 1994. , South African Schools Act 84 of 1996., Basic Conditions of Employment Act (BCEA) 75 of 1997., Knowledge of other related legislation. Skills: Leadership skills |Interpersonal skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Good written and oral communication skills, Numeracy Literacy, Computer Literacy, Language skills, Project Management, Legal Administration.

<u>DUTIES</u>	:	Institutionalize people management data, information, trend analysis and research reports. Implement Standardised people management business intelligence systems. Promotes the interpretation, development, monitoring and maintenance of HR policy guidelines and circulars. Provides Employment Equity (EE) and transformation service. People Management.
<u>ENQUIRIES</u>	:	Mr R Oosthuizen Tel No: (021)467 2475
<u>POST 06/222</u>	:	<u>ASSISTANT DIRECTOR: PLANNING AND INFORMATION MANAGEMENT REF NO: 76</u> District Office: Education District Office Overberg
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Caledon A relevant National Diploma (NQFL 6) or degree plus 3 years administrative experience. Knowledge: Knowledge of WCG, WCED and general government information systems. Departmental policies and procedures. Intergovernmental Relations / Stakeholder Management. Knowledge of ICT strategy, processes and procedures. Skills: Written and verbal communication; Motivational; Interpretation of prescripts and policies; Organising and planning; Report writing; Data and Information Management; Computer literacy; Analytical thinking; Facilitation and Presentation skills.
<u>DUTIES</u>	:	Manage the district strategic annual business process. Coordinate the submission, monitoring, review and reporting on the implementation of the operational and business plans. Coordinate the integrated planning process with government departments, local government, municipalities, local business, NGOs within the district. Interface between the office of the District Director and internal/external stakeholders. Reporting on external and intergovernmental matters. Analyse, present and report on district data and information. Provide management and decision-making information. Enable access and utilisation of the Education Management Information Systems (EMIS) and related information Technology (IT) solutions. Oversee the maintenance of all Educational Management Information and related systems. Facilitate Knowledge and Information Management Systems user training and support in collaboration with the Directorate of Information and Knowledge Management. Render support in terms of the publication and dissemination of institutional knowledge and information generated within education information systems. Coordinate surveys (e.g. DBE, WCED, etc.) to be conducted at district level. Provide secretarial support at District Management Meetings. Maintain all relevant district databases.
<u>ENQUIRIES</u>	:	Ms I Senosi Tel No: (028) 214 7300 (Overberg EDO)
<u>POST 06/223</u>	:	<u>E-LEARNING PROJECTS FACILITATOR REF NO: 53</u> District Office: Education District Office Metro East
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Kuilsrivier National Diploma (NQF Level 6) or Degree plus 3 years' experience in project management in a ICT environment preferably within education. A Valid Driver's Licence. Knowledge: Knowledge of relevant eLearning Provincial Policies, legislation and regulations (White Paper 7). Knowledge of Project Management within an ICT environment. Knowledge of Project Management within an education environment. Skills: Advanced computer literacy, negotiation, presentation, communication and report writing skills. Project and organisational planning. Ability to think analytically and systematically.
<u>DUTIES</u>	:	Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/ district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes

and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and e- Administration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. e-Learning HO, FET / GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the e-Learning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e- Learning projects, technology provisioning, and connectivity.

ENQUIRIES : Ms L Diamond Tel No: (021)900 7006 (Metro East EDO)

POST 06/224 : **E-LEARNING PROJECTS FACILITATOR REF NO: 109**
District Office: Education District Office Metro South

SALARY : R468 459 per annum (Level 09)
CENTRE : Mitchells Plain
REQUIREMENTS : National Diploma (NQF Level 6) or Degree plus 3 years' experience in project management in a ICT environment, preferably within education. A Valid Driver's License. To manage e-Learning projects at district level. Knowledge: Knowledge of relevant eLearning Provincial Policies, legislation and regulations (White Paper 7). Knowledge of Project Management within an ICT environment. Knowledge of Project Management within an education environment. Skills: Advanced computer literacy, negotiation, presentation, communication and report writing skills. Project and organisational planning. Ability to think analytically and systematically.

DUTIES : Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverable such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/ district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and eAdministration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. e-Learning HO, FET / GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the e-Learning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on E-Learning projects, technology provisioning, and connectivity.

ENQUIRIES : Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

POST 06/225 : **INFORMATION SYSTEMS OFFICER REF NO: 58**
District Office: Education District Office Metro North

SALARY : R397 116 per annum
CENTRE : Parow

REQUIREMENTS : A relevant National Diploma (NQFL 6) or degree plus minimum 1-year relevant experience. Knowledge of an ICT Strategy and operational plan; Knowledge of Education Information Systems (DMIS/CEMIS/ PMPs, EduInfoSearch, SAMI, IMS); Processes and procedures of CITCOM and DITCOM; Knowledge of SCM processes and procedures; Knowledge of Education policies and guidelines regarding ICT; Knowledge of Data and Information Management. Written and verbal communication in 2 official languages of the Western Cape; Interpersonal; Problem solving; Presenting and facilitation; Report writing.

DUTIES : Facilitate and provide access to users within the district and schools. Provide support and assistance with the development and enhancement of electronic business solutions to enable effective information, knowledge management and business intelligence within the WCED. Assist with continuous integration, development and enhancements to information systems. Facilitate the provisioning of infrastructure (hardware, software and connectivity) to enable utilisation of the Education Knowledge and Information Management Systems for the District. Maintain EMIS and provide data analysis service within the Education District. Facilitate Knowledge and Information Management systems user training and support in collaboration with the Directorate. Knowledge and Information Management. Render support in terms of the internal publication and dissemination of institutional knowledge and information generated within education information systems.

ENQUIRIES : Ms W Horn, Tel no: (021) 938 3133

POST 06/226 : **EMPLOYEE RELATIONS OFFICER REF NO: 86**
District Office: Education District Office West Coast

SALARY : R397 116 per annum (Level 08)
CENTRE : Paarl

REQUIREMENTS : 3-year relevant post matric qualification (preference will be given to relations and labour law as subjects) and 2 years Relevant administrative experience within people management / labour relations environment, Valid Driver's License. Knowledge: People Management (HR) and Employee Relations. Departmental Policies and procedures. Employee Relations and Public Service Legislation and procedures Relevant experience in investigative processes in relation to misconduct cases; disputes and grievances. Ability to represent the employer in misconduct cases; disputes and grievances as required. Understanding of the bargaining structures within the Education Sector and Public Sector. Skills: Investigative. Written and verbal communication (2 Official languages of the Western Cape Government). Report writing. Capturing of data. Analytical thinking. Computer literacy. Interpersonal. Interpretation. Planning and organisational.

DUTIES : Responsible for managing progressive discipline and misconduct process within the district. Advise the manager responsible on processes relating to progressive discipline. Facilitate or advise on misconduct procedures. Advise and assist Head Office on investigations into allegations of misconduct. Serve as departmental representative at employee disciplinary hearings. Provide support to the Directorate Employee Relations on all misconduct cases within the Education District. Preside over misconduct cases when appointed to do so by Directorate Employee Relations. Update and maintain relevant information management systems with regards to progressive discipline and misconduct. Provide monthly statistics and report on misconduct cases to DCES People Management and Directorate Employee Relations. Responsible for managing disputes processes within the District Facilitate or advise on dispute procedures. Represent the WCED in formal dispute resolution processes, when requested. Advise on unfair labour practices. Provide advice on issues relating to unfair dismissals, victimisation and discrimination. Update and maintain relevant information management systems. Report on disputes to DCES People Management and Directorate Employee Relations. Responsible to manage on grievance procedures within the District Advise managers on the grievance procedure in terms of the Rules for the Handling of Complaints and Grievances. Ensure that managers comply with the timeframes in terms of Rules for the Handling of Complaints and Grievances.

Update and maintain relevant information management systems. Provide monthly statistics and report on grievances to DCES People Management and Directorate Employee Relations. Responsible to provide training to employees within the district. Training of line supervisors and managers within the District Office. Training of School Governing Bodies and Principals. Liaise with and assist Directorate Employee Relations with training to ensure labour peace. Report on Industrial action to DCES People Management. Update and maintain relevant information management systems. Report on all training conducted to DCES People Management and Directorate Employee Relations. Collective Bargaining. Proper and accurate research on the topic / issue for submission. Provide commentary, evaluate and implement decisions emanating out of the IMLCs. Provide advice on legal implications of employee-related matters. Co-ordinate caucus meetings of the employer for IMLC meetings and engagements with unions. Organise and conduct information sessions with managers on labour relations legislation and collective agreements. Handling of enquiries, statistics and general administration. Update and maintain relevant information management systems. Report on all of the above to the DCES People Management.

ENQUIRIES

: Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)

POST 06/227

: **NSNP COORDINATOR REF NO: 42**
District Office: Education District Office Eden & Central Karoo

**SALARY
CENTRE
REQUIREMENTS**

: R397 116 per annum (Level 08)
: George
: 3 years post matric qualification plus 2 years' relevant administrative experience. A Valid Code B or higher drivers' Licence. Knowledge: SA Schools Act, National Policy on School Nutrition Programme, Financial management processes (including budgeting and SCM), Occupational Health and Safety Act (OHS) Act 85 of 1998, Public Finance Management Act (PFMA), Project Planning, Record management procedures (Knowledge and Information Management Systems), Understanding and interpretation of the Conditional Grand Framework. Skills: Ability to interpret relevant policies, Interpersonal, Report writing, Communication (verbal and written), Computer literacy, Ability to think analytically and systematically, Organising and planning, Assessment and evaluation.

DUTIES

: Manage the implementation of the approved provincial business plan and policies. Develop district action plans for implementation of NSNP. Ensure that schools adhere to the targeting criteria and the approved NSNP objectives. Report non-compliance to DCES School Management and Governance Support, Circuit Manager and Head Office. Interact with Service Providers and ensure their compliance with programme requirements and service level agreements. Develop and maintain an effective system for administering the receipt of complaints in respect of the NSNP. Ensure that complaints are constructively responded to by the relevant parties. Report back to DCES School Management and Governance Support, and other relevant managers, e.g. Principal, Circuit Manager and Head Office. Receive and keep a record of new school applications and maintain a waiting list in respect of schools that cannot yet be accommodated in the programme. Update and maintain all information systems. Oversee and participate in the monitoring and inspection of NSNP at Public Ordinary and Public Special Schools. Observe feeding and preparation areas including menus. Check Stock levels and stock control systems. Reallocate food items in consultation with the Principal that can be deemed as food wastage to other schools. Check distribution of meals. Check quality of nutrition and packaging requirements. Check adherence to targeting criteria and NSNP objectives. Check NSNP administrative systems. Monitoring of the school's expenditure with respect to direct NSNP transfer payments. Complete a general monitoring tool during school visits and formulate remedial action plans in consultation with the School NSNP Coordinator /Principal. Generate inspection and feedback reports to the Principal, Circuit Managers, DCES School Management and Governance Support and Head Office upon the completion of each school visit. Consultation and liaison with the Municipal Environmental Health Practitioners to co-facilitate training in food safety and related matters. Guidance to relevant role players at schools pertaining to nutrition education and NSNP administration systems. Monitor the deworming programme at schools. Update and maintain all information systems. Oversee and participate in the monitoring

of warehouse(s) for NSNP. Batch numbers. Expiry dates, Packaging. Hygienic conditions and ventilation Check Stock levels and stock control systems. Interact with Service Providers and ensure their compliance with NSNP requirements and service level agreements. Update and maintain all information systems. Supervisory functions. Motivate, train and guide staff to achieve and maintain excellence in service delivery. Manage the performance, evaluation and rewarding of staff. Promote sound employee relations. Manage and promote the maintenance of discipline. Perform all the supervisory tasks with regard to the section. Perform budgetary tasks.

ENQUIRIES : Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)

POST 06/228 : **CHIEF WORKS INSPECTOR: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: 9**
Directorate: Infrastructure Delivery Management

SALARY CENTRE REQUIREMENTS : R397 116 per annum (Level 08)
: Cape Town
: National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Additional Requirements: Three years of experience post qualification. Valid Driver's License. Computer literate Knowledge: Computer Literacy (MS Microsoft package). Skills: Project management skills, organising, research and report writing, monitoring of projects. Must be comfortable operating independently and in a team environment.

DUTIES : Prepare specifications for all types of maintenance related work. Development, assessment and analysis of bills of quantities for the above where required. Draft a report re proposals, including associated cost estimates for maintenance projects. Conduct inspections on all building projects, monitoring progress, quality on infrastructure projects. Assess, facilitate and resolve technical problems. Conduct condition assessments on school infrastructure. Manage people and finances. Assist schools to develop & manage maintenance plans. Complete NEIMS (National Education Infrastructure Management System).

ENQUIRIES : Mr GP Nieuwoudt Tel No: (021) 467 2052

POST 06/229 : **STATE ACCOUNTANT REF NO: 93**
Directorate: Management Accounting

SALARY CENTRE REQUIREMENTS : R397 116 per annum (Level 08)
: Cape Town
: A 3-year tertiary qualification (National Diploma/ Degree) in financial management. A minimum of 3 years' experience in an Accounting and/or auditing environment; A valid driver's license. Knowledge: Knowledge of financial policies and regulations. Knowledge of financial processes. Ability to analyse and interpret financial data. Advanced computer literacy in Microsoft Office applications (Word, Excel and Powerpoint). Technical knowledge of financial systems. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure. Skills: Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure.

DUTIES : Provide support with regards to the financial processes within the Department, for example the formulation and maintenance of budget model and communications to managers. Ensure effective implementation of financial policies and guidelines and assist in the formulation of thereof. Costing of projects/related activities including providing advice on the outcome of these costing. Analyse expenditure trends and deviations and provide report to management. Prepare monthly reports and identify deviations and report on the outcome of the analysis. Assist with the reallocation of funds and monitor movement of funds allocated within the budget after reprioritization. Ability to assist and support financial data modelling. Analyse and interpret financial data and prepare a submission on the findings to management. Perform a support function to institutional funding including communication and payments.

ENQUIRIES : Mr PPP Adams Tel No: (021) 467 2225

POST 06/230 : **STATE ACCOUNTANT REF NO: 87**
 Directorate: Financial Accounting

SALARY : R397 116 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : A three-year National Diploma in Financial Accounting/Finance/Commerce with a minimum of three (3) years' experience in a financial environment. A valid (Code B or higher) driving license and willingness to drive. Knowledge: Knowledge of Financial systems (PERSAL and BAS); PFMA; Treasury Regulations and other relevant legislation and reporting procedures. Skills: Computer literate with MS office suite; Problem solving; Financial management, good interpersonal- and communication skills in at least two of the official languages of the Western Cape.

DUTIES : Check/Approve/Authorize transactions timeously on PERSAL, BAS and Debt Management System (DMS). Managing the implementation, amendments and terminations of debts on financial systems (PERSAL, BAS and DMS). Managing salary claims (payable and receivable claims) Managing the overpayment process of debt for the directorate Accurate, timeous clearing and age analysis of suspense accounts. Compiling of monthly accounts receivable reports for In Year Monitoring, interim and Annual Financial Statements Follow up and recovery of outstanding state debts on PERSAL. Human Resource Management: Supervision, guidance and discipline of staff.

ENQUIRIES : Ms S Dlamini Tel No: (021) 467 2739

POST 06/231 : **STATE ACCOUNTANT: COMPLIANCE REF NO: 69**
 District Office: Education District Office Metro South

SALARY : R397 116 per annum (Level 08)
CENTRE : Mitchells Plain
REQUIREMENTS : 3 year post matric qualification in finance / accounting or economics plus 3 years relevant administrative experience in a financial management environment. Knowledge: Constitution of the Republic of South Africa, No.108 of 1996. Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations. Government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Skills: Financial Administration. Analytical thinking. Excellent written and verbal Communications in at least two of the official languages in the Western Cape Province (reports and submissions). Motivational. Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.

DUTIES : Facilitate, administer and evaluate the Approved Budget of public Schools. Facilitate, administer and evaluate the Annual Financial Statement of Public Schools. Facilitate, administer and evaluate the bi-annual financial reports of Public Schools. Administer Pre-Forensic Investigations.

ENQUIRIES : Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

POST 06/232 : **STATE ACCOUNTANT REF NO: 90 (X2 POSTS)**
 Directorate: Financial Accounting

SALARY : R397 116 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : A 3-year tertiary qualification (National Diploma/ Degree) in financial management. A minimum of 3 years' experience in an Accounting and/or auditing environment; A valid driver's license. Knowledge and experience in a financial environment focusing on the Key Performance Areas of the post. A BCom (Accounting) degree will be an advantage. Willingness to work overtime. Willingness to travel. Knowledge: Knowledge of financial systems; GRAP/IFRS/MCS: Sound knowledge of financial management and accounting

processes, Project Management, PFMA, Treasury Regulations and other relevant legislation, reporting procedures. Relevant legislation and procedures regarding personnel, Departmental practices. Skills: Management, Communication (written and verbal), Interpersonal, Planning, Organising skills. Proven computer literacy (MS Word, Excel and Power point). Ability to analyse and interpret data. Operational knowledge of financial systems. Ability to work under pressure and independently in a fast paced environment. Ability to interpret and apply policy. Problem solving, Numeracy skills, interpreting financial reports.

DUTIES : Verification and authorisation of various transaction in line with policies and procedures. Maintenance and reporting on suspense accounts. Communication with internal and external stakeholders. Management of various processes and systems within the sub-directorate. General supervision of employees including managing performance, conducting discipline and providing guidance to staff members under supervision. Providing and reviewing inputs to interim Financial Statements/Annual Financial Statements. Ensure effective implementation and monitoring of financial policies and guidelines and assist in formulation thereof, in line with legislation, frameworks or applicable standards. Co-ordination and preparation of submissions/presentations to management. Assist other sections on an ad hoc basis.

ENQUIRIES : Mr H Burger Tel No: (021) 467 2188

POST 06/233 : **STATE ACCOUNTANT: ASSURANCE REF NO: 16**
Directorate: Internal Control

SALARY CENTRE : R397 116 per annum (Level 08)
: Cape Town

REQUIREMENTS : Relevant recognised 3-year post matric qualification (Degree/National Diploma in Financial Accounting/ Auditing). Three to five years of relevant work experience in an accounting/internal control/auditing and governance environment. Valid driver's license with the ability to drive long distances. Knowledge: Knowledge of financial norms and standards and the pre-scripts that governs it Knowledge of financial systems Knowledge of accounting, internal control/supply chain management Knowledge of risk management Extensive knowledge of Compliance and Financial management including the legislative framework that governs it on financial and non-financial issues. Skills: Excellent presentation and report writing skills. Outstanding planning, organisational skills; computer literacy (including MS Word & MS Excel); interpersonal relations; communication, formulation and evaluation skills, research; problem solving and analytical thinking.

DUTIES : Perform post audits on the departmental payment vouchers (Post-Audit Tool). Engage with SCM Champions and other relevant stakeholders to discuss findings. Report all findings to relevant managers, including the root causes for non-compliance of these findings. Assist with the development of corrective action plans for the relevant directorate or component. Monitor implementation of corrective action plans of various stakeholders. Complete and submit post audit finding register to supervisor within strict deadlines. Perform inspections at schools, districts / directorates where necessary. Submit compliance/inspection reports to supervisor. Co-ordinate financial/non-financial responses for the department in respect on external audits, including follow-ups on corrective action plans with management on audit matters. Ensure the safekeeping of payment batches and all other important documents. Identify, monitor, and render advice on departmental/financial instructions and standard operating procedures development within other components of the Department. Maintain a database of all issued departmental/financial instructions and standard operating procedures. Liaise with management and advise on policy and procedure trends, Analyse trends to identify possible interventions/corrective measures. Facilitate the responses on the latest audit/risk management outcomes.

ENQUIRIES : Ms. C Tooloo Tel No: (021) 467-2555

POST 06/234 : **STATE ACCOUNTANT: MISCELLANEOUS PAYMENT REF NO: 105**
Directorate: Infrastructure Delivery Management

SALARY CENTRE : R397 116 per annum (Level 08)
: Cape Town

<u>REQUIREMENTS</u>	:	A three-year National Diploma in Financial Accounting/Finance/Commerce with a minimum of three (3) years' experience in a financial environment. A valid (Code B or higher) driving license and willingness to drive. Recommendation: The following will serve as strong recommendations: Knowledge and experience in a financial environment. Additional Requirements: The following will serve as strong recommendations: Knowledge and experience in a financial environment. Willingness to work overtime and Willingness to travel. Knowledge: Knowledge of financial systems; Relevant legislation and procedures regarding personnel; Departmental practices. Skills: Management; Communication (written and verbal); Interpersonal; Planning; Organising skills; Proven computer literacy (MS Word, Excel and Power Point), Ability to analyse and interpret data, Operational knowledge of financial systems, Ability to work under pressure and independently in a fast paced environment, Ability to interpret and apply policy, Problem solving, Numeracy skills, Computer literacy, Interpret financial report, Ability to analyse and interpret financial data.
<u>DUTIES</u>	:	Verification and authorisation of payment requisitions for payments in line with policies and procedures, Verification and authorisation of journals, Maintenance of suspense accounts and financial report inputs, Provide staff with relevant legislation, policy and general information on request, Provide stakeholders with payment detail and guidance, Liaising with relevant stakeholders on payment matters relating to financial systems PT, Management of transfer payment processes, Management of pay sheet processes, Reviewing of ageing of debtor and/or creditor accounts including interdepartmental claims, General supervision of employees including managing performance, conduct and discipline, Providing inputs to Interim Financial Statements/Annual Financial Statements, Ensure effective implementation and monitoring of financial policies and guidelines and assist in formulation thereof, Co-ordination and preparation of submissions/presentations/policy inputs to management.
<u>ENQUIRIES</u>	:	Ms C Adendorff Tel No: (021) 467 2506
<u>POST 06/235</u>	:	<u>STATE ACCOUNTANT: COMPLIANCE REF NO: 48</u> District Office: Education District Office Metro Central
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08) Maitland 3 year post matric qualification in finance / accounting or economics plus 3 years relevant administrative experience in a financial management environment. Knowledge: Constitution of the Republic of South Africa, No.108 of 1996. Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations. Government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Skills: Financial Administration. Analytical thinking. Excellent written and verbal Communications in at least two of the official languages in the Western Cape Province (reports and submissions). Motivational. Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analysis and conceptualise. Ability to gather and process information. Interpersonal skills.
<u>DUTIES</u>	:	Facilitate, administer and evaluate the Approved Budget of public Schools. Facilitate, administer and evaluate the Annual Financial Statement of Public Schools. Facilitate, administer and evaluate the bi-annual financial reports of Public Schools. Administer Pre-Forensic Investigations.
<u>ENQUIRIES</u>	:	Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)
<u>POST 06/236</u>	:	<u>STATE ACCOUNTANT: RISK AND GOVERNANCE MANAGEMENT REF NO: 106</u> Directorate: Internal Control
<u>SALARY</u>	:	R397 116 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	:	Cape Town
	:	Relevant recognised 3-year post matric qualification (Degree/National Diploma in Financial Accounting/ Auditing/ Supply Chain Management). Three to five (3-5) years of relevant work experience in an accounting/internal control/auditing and governance environment. Valid driver's license with the ability to drive long distances. Knowledge of financial norms and standards and the pre-scripts that governs it. Knowledge of financial systems. Knowledge of Accounting, Internal Control. Extensive knowledge on Supply Chain Management. Knowledge of risk management. Extensive knowledge of Compliance and Financial management including the legislative framework that governs it on financial and non-financial issues. The ability to interpret and apply financial policies, procedures and prescripts. Excellent presentation and report writing skills. Outstanding planning, organisational skills. Computer literacy (including MS Word & MS Excel). Interpersonal relations; communication; formulation and evaluation skills; research; problem solving and analytical thinking. The ability to work in a team.
<u>DUTIES</u>	:	Assist with the development and roll-out of risk management processes. Analyse reports and trends to identify possible risks. Co-ordinate financial/non-financial responses for the department in respect on internal audits, including follow-ups on corrective action plans with management on audit matters. Advise and provide support to management in the implementation of action plans. Collating and analysing of evidence. Completing assessments. Writing and issuing reports. Compiling presentations and presenting at meetings. Safeguard and maintain work outputs on the network drive.
<u>ENQUIRIES</u>	:	Mr. C Cooper Tel No: (021) 467-2555
<u>POST 06/237</u>	:	<u>STATE ACCOUNTANT: COMPLIANCE REF NO: 81</u> District Office: Education District Office Cape Winelands
<u>SALARY CENTRE REQUIREMENTS</u>	:	RR397 116 per annum (Level 08)
	:	Worcester
	:	3 year post matric qualification in finance / accounting or auditing plus 3 years relevant administrative experience in a financial management environment. Constitution of the Republic of South Africa, No.108 of 1996. Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations. Government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NSSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Financial Administration. Analytical thinking. Excellent written and verbal Communications in at least two of the official languages in the Western Cape Province (reports and submissions). Motivational. Organisational and Planning. Numerical skills. Computer literacy. Constitution of the Republic of South Africa, No.108 of 1996. Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations. Government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NSSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.
<u>DUTIES</u>	:	Facilitate, administer and evaluate the Approved Budget of public Schools. Facilitate, administer and evaluate the Annual Financial Statement of Public Schools. Facilitate, administer and evaluate the bi-annual financial reports of Public Schools. Administer Pre-Forensic Investigations.
<u>ENQUIRIES</u>	:	Mr N Petersen Tel No: (023) 348 4600

<u>POST 06/238</u>	:	<u>STATE ACCOUNTANT: COMPLIANCE REF NO: 36</u> District Office: Education District Office Eden & Central Karoo
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	George
<u>REQUIREMENTS</u>	:	3 year post matric qualification in finance / accounting or auditing plus 3 years relevant administrative experience in a financial management environment. Constitution of the Republic of South Africa, No.108 of 1996. Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations. Government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Financial Administration. Analytical thinking. Excellent written and verbal Communications in at least two of the official languages in the Western Cape Province (reports and submissions). Motivational. Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.
<u>DUTIES</u>	:	Facilitate, administer and evaluate the Approved Budget of public Schools. Facilitate, administer and evaluate the Annual Financial Statement of Public Schools. Facilitate, administer and evaluate the bi-annual financial reports of Public Schools. Administer Pre-Forensic Investigations.
<u>ENQUIRIES</u>	:	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<u>POST 06/239</u>	:	<u>STATE ACCOUNTANT: BATCH OR LOSS CONTROL REF NO: 107</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A three-year National Diploma in Financial Accounting/Finance/Commerce with a minimum of three (3) years' experience in a financial environment. A valid (Code B or higher) driving license and willingness to drive. Willingness to work overtime and willingness to travel. Knowledge. Sound knowledge of the PFMA, NTR, WCPTI, MCS Sound knowledge of supply chain management/financial management principles and contract management Sound knowledge of the PFMA Compliance and Reporting Framework Sound knowledge of Annual Financial Statements Excellent computer skills in MS Word, Excel and Outlook Good Communication skills (written and verbal) and interpersonal skills Good skills in report writing, planning, organisation, problem-solving and supervision Ability to work under pressure and independently in a fast-paced environment Team player with strong multitasking abilities.
<u>DUTIES</u>	:	Monitor policies and legislative framework to ensure cognisance is taken of new developments Develop and maintain policies Ensure compliance to all applicable prescripts and regulations Provide advice and guidance to role players regarding financial management Assist management with external and internal audit queries and implementation of audit recommendations Manage investigations on, recovery of and reporting on losses, fruitless and wasteful expenditure and irregular expenditure Manage and/or provide inputs to financial reporting processes Manage all requests, storage, filing and disposal of financial records in accordance with applicable regulations Monitor and report on late payments, Drive and promote late payment improvements in the WCED Manage suspense accounts Human Resource Management: Supervision, guidance and discipline of staff Recruitment and selection Handle grievances and misconduct cases of staff (disciplinary steps) Performance management Provide on-the-job training.
<u>ENQUIRIES</u>	:	Mr. H Burger Tel No: (021) 467 2188

POST 06/240 : **ADMIN OFFICER: E-PROCUREMENT SOLUTION (EPS SUPERVISOR)**
REF NO: 110
Directorate: Institutional Resource Support (In Lib Serv)

SALARY : R397 116 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : A relevant 3-year qualification (Degree or National Diploma) plus at least a total of 3-years administrative with 2-years supervisory experience in a supply chain management environment including that in a purchasing/selling environment; and a Valid Code B or higher Drivers License. Knowledge of SCM Practices, processes and procedures, Preferential Procurement and financial legislation, Knowledge of LOGIS or similar transversal procurement systems and an electronic quotation system. Skills: Computer literacy in MS Word, Excel, Access and Outlook (or similar e-mail tool); Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills.

DUTIES : Clarify specifications with schools regarding their needs; Provide guidance to officials in creating sourcing events on the E-Procurement Solution (ePS) for LTSM; Advertise the event after determining possible suppliers for the commodity, using the Western Cape Supplier Database (WCSD); Verify bidder's declaration of interest and B-BBEE status; Evaluate bidders offers; Consult various databases in the execution of assigned tasks; determine the capability and ability of a recommended bidder; Clarify budget availability commensurate with cost of goods/services; Secretary of the LTSM Quotation Committee; Present events to LTSM Quotation Committee; Issue letters of acceptance and contract documents to successful bidders; Deal with end user and supplier enquiries; assist suppliers to register on the supplier databases; Undertake on-line adjudication of approved events; Consult various databases in the execution of assigned tasks; Compile entire procurement pack compliant with all requirements; Maintain various registers within the environment; Supervision of officials.

ENQUIRIES : Ms A Henriques Tel No: (021) 467 2767

POST 06/241 : **ADMIN OFFICER: LEARNING TEACHING SUPPORT MATERIAL (LTSM)**
REF NO: 5
Directorate: Institutional Resource Support (IN LIB SERV)

SALARY : R397 116 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : A relevant recognised 3-year qualification (Degree or National Diploma) plus at least a total of 3-years administrative and 2-years supervisory experience in a supply chain management environment including that in a purchasing/selling environment; and Valid Driving License. Knowledge: Knowledge of SCM Practices, processes and procedures, Preferential Procurement and financial legislation, Knowledge of Logis or similar transversal procurement systems and an electronic quotation system. Skills: Computer literacy in MS Word, Excel, Access and Outlook (or similar e-mail tool); Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills.

DUTIES : Receive requisitions for the procurement of learner teacher support material; Clarify specifications with schools regarding their needs; Provide guidance to officials in capturing requisitions on LOGIS; Approve requisitions on LOGIS; Processing procurement advice; Processing and approval of orders; Assist with the administration and pre-authorisation of payments; Capture and advice on LOGIS processes/functions in supply chain management; Maintain allocations and expenditure for LTSM; Compile entire procurement pack compliant with all requirements; Maintain various registers within the environment; Supervision of officials.

ENQUIRIES : Ms A Henriques Tel No: (021) 467 2767

POST 06/242 : **ADMIN OFFICER: SCM POLICY AND PLANNING REF NO: 98**
Directorate: Supply Chain Management

SALARY : R397 116 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF Level 6) or Degree plus with 2 years' experience in the Supply Chain Management field, plus a valid driver's license. Knowledge of the

PFMA, Supply Chain Management practices, processes and procedures; preferential procurement as well as financial legislation. To interpret and implement relevant SCM prescripts and frameworks. Skills: Computer literacy in MS Word, Excel, Outlook and PowerPoint; excellent verbal and written communication; organization and planning; report writing; data analysis, problem solving, numeracy. Liaise other organs of state.

DUTIES

: To compile the Annual Procurement Plan for the acquisition of goods and services for the WCED according to the needs of the WCED and to ensure that goods and services are timeously procured. To conduct market research to ensure that goods and services are procured at best price and quality. Receive and review requisitions received within SCM, review compliance and update the requisition register. To attend to the maintenance of the Accounting Officer's System. To identify and ensure that measures are implemented for the prevention of fraud and potential risks in the SCM unit. Co-ordinate the update of SCM policies and delegations within the department inclusive of standard operating procedures (SOPs), templates and checklists. Identify National Treasury and Provincial Treasury Instruction releases, update the internal Instruction database and ensure circulation. Report to management and other government departments on an ad-hoc, monthly and quarterly basis. Complete ad-hoc tasks pertaining to the purpose of the post and to ensure effective and efficient delivery service to all clients of the WCED. Co-ordinate the request for inputs to the monthly and quarterly reports with Head Office and District Offices and compile reports.

ENQUIRIES

: Ms R De Bruyn Tel No: (021) 467 2821

POST 06/243

: **ADMIN OFFICER: MANAGEMENT AND GOVERNANCE REF NO: 31**
District Office: Education District Office Cape Winelands

SALARY CENTRE

: R397 116 per annum (Level 08)
: Worcester

REQUIREMENTS

: 2 years post matric qualification plus 3 years relevant clerical/administrative experience. Additional Requirements: Ability to be creative Flexibility Using your own trusted discretion when necessary. Ability to consult Accountability Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant legislation/policies/ prescripts and procedures. Basic financial administration Skills: Draft documentation like submissions, letters, etc. Sound organising, planning and time management skills (for example workshops, conferences, events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services Work under pressure. Make sound judgments. Do basic research (information gathering). Analyse documents and situations. Ability to access research sources (Information platforms). Function as a team member.

DUTIES

: Management support staff in all administrative duties. component. And Oversee and provide effective guidance and advice on the flow of information and documents, to from the Management and Governance Component. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the Management and Governance Component and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the Management and Governance Component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Management and Governance Component. Assist with the planning of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data / information from relevant stakeholders. Collate management and governance data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Coordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the supply chain management. Provide support to the supply chain management. Render advice and liaise w.r.t administrative matters.

ENQUIRIES

: Mr N Petersen Tel No: (023) 348 4600

- POST 06/244** : **SCHOOL FINANCE AND RECORDS OFFICER: CIRCUIT 6 REF NO: 38**
District Office: Education District Office Eden & Central Karoo
- SALARY** : R397 116 per annum (Level 08)
CENTRE : Oudtshoorn
REQUIREMENTS : 3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid driver's license. Knowledge: Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Skills: Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).
- DUTIES** : Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessments and evaluations on financial management. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director: School Financial Management and Administration.
- ENQUIRIES** : Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
- POST 06/245** : **SCHOOL FINANCE AND RECORDS OFFICER REF NO: 30**
District Office: Education District Office Cape Winelands
- SALARY** : R397 116 per annum (Level 08)
CENTRE : Worcester
REQUIREMENTS : 3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid driver's license. Job Summary: To render an effective and efficient service that will ensure optimal financial management and records administration in all Public Ordinary (including schools with a special focus and hostels) and Public Special Schools within the Education District. Knowledge: Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Skills: Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).
- DUTIES** : Check/Approve/Authorize transactions timeously on PERSAL, BAS and Debt Management System (DMS). Managing the implementation, amendments and terminations of debts on financial systems (PERSAL, BAS and DMS). Managing of salary claims (payable and receivable claims) Managing the overpayment process of debt for the directorate Accurate, timeous clearing and age analysis of suspense accounts. Compiling of monthly accounts receivable reports for In Year Monitoring, interim and Annual Financial Statements Follow up and recovery of outstanding state debts on PERSAL. Human Resource Management: Supervision, guidance and discipline of staff.
- ENQUIRIES** : Mr N Petersen Tel No: (023) 348 4600

<u>POST 06/246</u>	:	<u>SCHOOL ENRICHMENT OFFICER REF NO:37</u> District Office: Education District Office Eden & Central Karoo
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	George
<u>REQUIREMENTS</u>	:	3 year post matric qualification or degree plus 2 years relevant administrative experience (preferably in sport, culture or teaching environment). Valid drivers' license. Knowledge: Knowledge of the relevant education policies and procedures; Knowledge of SCM processes and procedures; Knowledge of Public Financial Management (PFMA); Knowledge of Information Management Systems; Knowledge of relevant Sport and Recreation Policies, regulations and procedures; Knowledge of filing and recordkeeping. Skills: Written and verbal communication (2 official languages of the Western Cape); Project planning; Organising; Financial administration; Computer literacy; Recordkeeping; Interpersonal; Report writing; Facilitation and presentation; Analytical.
<u>DUTIES</u>	:	Monitoring the implementation of School Enrichment (SE) Policies. Encouraging learner participation in sports by ensuring Public Schools participate in intra and inter school enrichment activities. Ensuring that Public Ordinary Schools and Public Special Schools promote social inclusion and cultural diversity (music, dance, drama, sport and visual arts) through school enrichment programmes. Collect, analyse, compile and update data on all sport and recreational activities. Provide administrative and technical support with regard to sport and recreation facilities and infrastructure. Procure and ensure delivery of equipment to identified schools. Administer the system for storage, maintenance, issues and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.
<u>ENQUIRIES</u>	:	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<u>POST 06/247</u>	:	<u>SCHOOL FINANCE AND RECORDS OFFICER REF NO: 67</u> District Office: Education District Office Metro South
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Mitchells Plain
<u>REQUIREMENTS</u>	:	3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid driver's license. Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).
<u>DUTIES</u>	:	Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist/ training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessments and evaluations on financial management. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director: School Management and Governance.
<u>ENQUIRIES</u>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

<u>POST 06/248</u>	:	<u>SCHOOL ENRICHMENT OFFICER REF NO: 52</u> District Office: Education District Office Metro East
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Kuilsrivier
<u>REQUIREMENTS</u>	:	3 year post matric qualification or degree plus 2 years relevant administrative experience (preferably in sport, culture or teaching environment). A Valid driver's License. Knowledge of the relevant education policies and procedures; Knowledge of SCM processes and procedures; Knowledge of Public Financial Management (PFMA); Knowledge of Information Management Systems; Knowledge of relevant Sport and Recreation Policies, regulations and procedures; Knowledge of filing and recordkeeping. Written and verbal communication (2 official languages of the Western Cape); Project planning; Organising; Financial administration; Computer literacy; Recordkeeping; Interpersonal; Report writing; Facilitation and presentation; Analytical.
<u>DUTIES</u>	:	Monitoring the implementation of School Enrichment (SE) Policies. Encouraging learner participation in sports by ensuring Public Schools participate in intra and inter school enrichment activities. Ensuring that Public Ordinary Schools and Public Special Schools promote social inclusion and cultural diversity (music, dance, drama, sport and visual arts) through school enrichment programmes. Collect, analyse, compile and update data on all sport and recreational activities. Provide administrative and technical support with regard to sport and recreation facilities and infrastructure. Procure and ensure delivery of equipment to identified schools. Administer the system for storage, maintenance, issues and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.
<u>ENQUIRIES</u>	:	Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO)
<u>POST 06/249</u>	:	<u>SCHOOL FINANCE AND RECORDS OFFICER: CIRCUIT 4: KNYSNA REF NO: 35</u> District Office: Education District Office Eden & Central Karoo
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Knysna
<u>REQUIREMENTS</u>	:	3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid driver's license. Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).
<u>DUTIES</u>	:	Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessments and evaluations on financial management. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director: School Financial Management and Administration.
<u>ENQUIRIES</u>	:	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)

<u>POST 06/250</u>	:	<u>SCHOOL FINANCE AND RECORDS OFFICER REF NO: 57 (X2 POSTS)</u> District Office: Education District Office Metro North
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Parow
<u>REQUIREMENTS</u>	:	3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid driver's license. Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).
<u>DUTIES</u>	:	Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessments and evaluations on financial management. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director: School Management and Governance
<u>ENQUIRIES</u>	:	Ms W Horn Tel NO: (021) 938 3133
<u>POST 06/251</u>	:	<u>SCHOOL FINANCE AND RECORDS OFFICER REF NO: 51</u> District Office: Education District Office Metro East
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Kuilsrivier
<u>REQUIREMENTS</u>	:	3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid driver's license. Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).
<u>DUTIES</u>	:	Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist/ training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessments and evaluations on financial management. Support and follow-up on all required corrective actions. Report on writing and electronically on all aspects of School Financial Administration to the Assistant Director: School Management and Governance.
<u>ENQUIRIES</u>	:	Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO)

<u>POST 06/252</u>	:	<u>SCHOOL FINANCE AND RECORDS OFFICER: CIRCUIT: 3 REF NO: 41</u> District Office: Education District Office Eden & Central Karoo
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	George
<u>REQUIREMENTS</u>	:	3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid driver's license. Knowledge: Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Skills: Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).
<u>DUTIES</u>	:	Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessments and evaluations on financial management. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director: School Financial Management and Administration.
<u>ENQUIRIES</u>	:	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<u>POST 06/253</u>	:	<u>SCHOOL ENRICHMENT OFFICER REF NO: 79</u> District Office: Education District Office West Coast
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Paarl
<u>REQUIREMENTS</u>	:	3 year post matric qualification or degree plus 2 years relevant administrative experience (preferably in sport, culture or teaching environment). A Valid driver's License. Knowledge of the relevant education policies and procedures; Knowledge of SCM processes and procedures; Knowledge of Public Financial Management (PFMA); Knowledge of Information Management Systems; Knowledge of relevant Sport and Recreation Policies, regulations and procedures; Knowledge of filing and recordkeeping. Written and verbal communication (2 official languages of the Western Cape); Project planning; Organising; Financial administration; Computer literacy; Recordkeeping; Interpersonal; Report writing; Facilitation and presentation; Analytical.
<u>DUTIES</u>	:	Monitoring the implementation of School Enrichment (SE) Policies. Encouraging learner participation in sports by ensuring Public Schools participate in intra and inter school enrichment activities. Ensuring that Public Ordinary Schools and Public Special Schools promote social inclusion and cultural diversity (music, dance, drama, sport and visual arts) through school enrichment programmes. Collect, analyse, compile and update data on all sport and recreational activities. Provide administrative and technical support with regard to sport and recreation facilities and infrastructure. Procure and ensure delivery of equipment to identified schools. Administer the system for storage, maintenance, issues and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.
<u>ENQUIRIES</u>	:	Ms A Truter Tel No: (021) -860 1209 (West Coast EDO)

POST 06/254

: **SCHOOL SAFETY OFFICER REF NO: 54**
District Office: Education District Office Metro East

SALARY
CENTRE
REQUIREMENTS

: R397 116 per annum (Level 08)
: Kuilsrivier
: Appropriate National Diploma (NQFL 6) or degree with 2 years relevant experience. A valid drivers' License. Knowledge: Further Duties are developmental initiatives including Youth Clubs, Anti- Truancy and Back to School Programmes. Coordinate and facilitate training in conflict management, crime prevention and safety planning. Coordinate and implement safety and security training in line with the National Schools Safety Framework. Coordinate and facilitate Youth Development Programmes which include After School Programmes (ASP) and Holiday Programmes. Monitor and report on the implementation of various attitudinal / behavioral programs and relevant budgets to the DCES School Management and Governance Support. Knowledge of: Occupation Health and Safety Act, 85 of 1993. Compensation for Occupational Health and Safety Act, 85 of 1993. Compensation for Occupational Injuries and Diseases Act, 130 of 1993. National Environmental Management Act, 107 of 1998. Finance (SCM and budgetary processes). Knowledge and application of relevant Education Policies, Prescripts and Legislation. National School Safety Framework Project Planning. Skills: Report writing skills. Planning and organising skills. Monitoring and evaluation skills. Problem solving skills Human relations skills. Analytical skills. Negotiation skills. Conflict Management and Mediation Skills. Communication skills (At least two of the official languages of WCG). Presentation and facilitation skills.

DUTIES

: Implementation of Occupational Health and Safety Policies, National / Provincial School Safety Framework, work procedures and relevant policies in schools. Ensure the establishment of a properly constituted and functional safety committee. Assist with the development of a safety policy to protect the property and keep employees and learners safe. Assist with the creation of a comprehensive safety Plan which will include a Contingency Plan. The role of each employee in maintaining workplace safety (including RCL, SGB and SMT). Type of training each employee needs. Keep up to date with all aspects of relevant health and safety workplace legislation and communicate relevant changes. Conduct safety and security awareness campaigns and programmes. Provide a high-level Safety Health Environmental (SHE) consultancy and advisory service based on legal and other regulatory frameworks. Regular inspections at Public Ordinary Schools and Special Schools to check policies and procedures are being properly implemented. Monitor and report on the implementation of the policies and procedures; and drills conducted at Public Schools to DCES School Management and Governance Support. Conduct Security audits / risk assessments / safety inspections at Schools. Establish a full programme of documented health and safety inspections, audits and assessments in relation to learner and employee safety. Evaluate workplace safety / risk assessment / safety inspections and consider how risks could be reduced. ? Establish safe working practices that comply with legislation. Conduct safety inspections at schools regarding evacuation drills and emergency alarms; safety risk assessments and standard operating procedures; employees being aware of their responsibilities; ensure safety equipment is installed safely and maintained, that records are kept of all safety related matters. Provide a list of safety findings and recommendations to the principal. Procure safety infrastructure and services to limit risks. (align with procurement policies). Assist the Safety Committee with the development of an action plan. Monitor and report on the implementation of action plans. Keep records of audit / assessments/ safety inspection findings and provide relevant reports to DCES School Management and Governance Support. Support the effective management of District Occupational Health Safety (OHS) Committee. Serve on the District Occupational Health and Safety Committee. Support the Corporate Services Component with the development and implementation of a Health and Safety Plan for the Education District. Mobilize and advocate safety and security at district level. Guide the development and implementation of disaster management preparedness plan. Report on the support given to the District Occupational Health and Safety Committee to the DCES School Management and Governance Support. Coordinate and facilitate Health and Safety Training for Public Ordinary and Special Schools. Establish a structured programme of Health and Safety Training within the Education District. Liaise with external health and safety

consultants in the provision of training programmes and health and safety services. Coordinate the delivery of training (evacuation plans, fire prevention, fire protection and hazardous materials communication). Ensure full an accurate health and safety training records are maintained. Review training feedback from employees. Maintain a database of employees who have completed the required training. Report on the implementation of occupational health and safety training to DCES School. Management and Governance Support. Coordinate and facilitate various attitudinal / behavioural programs to support, modify or influence learner and educator behaviour to create safe learning environments and promote quality teaching and learning. Organizing. Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO)

ENQUIRIES

POST 06/255

SCHOOL SAFETY OFFICER REF NO: 65
District Office: Education District Office Metro South

SALARY
CENTRE
REQUIREMENTS

R397 116 per annum (Level 08)
Mitchells Plain
Appropriate National Diploma (NQFL 6) or degree with 2 years relevant experience. A valid drivers' License. Knowledge: Further Duties are and developmental initiatives including Youth Clubs, Anti- Truancy and Back to School Programmes. Coordinate and facilitate training in conflict management, crime prevention and safety planning. Coordinate and implement safety and security training in line with the National Schools Safety Framework. Coordinate and facilitate Youth Development Programmes which includes After School Programmes (ASP) and Holiday Programmes. Monitor and report on the implementation of various attitudinal / behavioral programs and relevant budgets to the DCES School Management and Governance Support. Knowledge of: Occupation Health and Safety Act, 85 of 1993. Compensation for Occupational Health and Safety Act, 85 of 1993. Compensation for Occupational Injuries and Diseases Act, 130 of 1993. National Environmental Management Act, 107 of 1998. Finance (SCM and budgetary processes). Knowledge and application of relevant Education Policies, Prescripts and Legislation. National School Safety Framework Project Planning. Skills: Report writing skills. Planning and organising skills. Monitoring and evaluation skills. Problem solving skills Human relations skills. Analytical skills. Negotiation skills. Conflict Management and Mediation Skills. Communication skills (At least two of the official languages of WCG). Presentation and facilitation skills.

DUTIES

Implementation of Occupational Health and Safety Policies, National / Provincial School Safety Framework, work procedures and relevant policies in schools. Ensure the establishment of a properly constituted and functional safety committee. Assist with the development of a safety policy to protect the property and keep employees and learners safe. Assist with the creation of a comprehensive safety Plan which will include a Contingency Plan. The role of each employee in maintaining workplace safety (include RCL, SGB and SMT). Type of training each employee needs. Keep up to date with all aspects of relevant health and safety workplace legislation and communicate relevant changes. Conduct safety and security awareness campaigns and programmes. Provide a high-level Safety Health Environmental (SHE) consultancy and advisory service based on legal and other regulatory frameworks. Regular inspections at Public Ordinary Schools and Special Schools to check policies and procedures are being properly implemented. Monitor and report on the implementation of the policies and procedures; and drills conducted at Public Schools to DCES School Management and Governance Support. Conduct Security audits / risk assessments / safety inspections at Schools. Establish a full programme of documented health and safety inspections, audits and assessments in relation to learner and employee safety. Evaluate workplace safety / risk assessment / safety inspections and consider how risks could be reduced. ? Establish safe working practices that comply with legislation. Conduct safety inspections at schools regarding evacuation drills and emergency alarms; safety risk assessments and standard operating procedures; employees being aware of their responsibilities; ensure safety equipment is installed safely and maintained, that records are kept of all safety related matters. Provide a list of safety findings and recommendations to the principal. Procure safety infrastructure and services to limit risks. (align with procurement policies). Assist the Safety Committee with the development of an action plan. Monitor and report on the implementation of action plans. Keep records of audit / assessments/ safety inspection findings and provide

relevant reports to DCES School Management and Governance Support. Support the effective management of District Occupational Health Safety (OHS) Committee. Serve on the District Occupational Health and Safety Committee. Support the Corporate Services Component with the development and implementation of a Health and Safety Plan for the Education District. Mobilize and advocate safety and security at district level. Guide the development and implementation of disaster management preparedness plan. Report on the support given to the District Occupational Health and Safety Committee to the DCES School Management and Governance Support. Coordinate and facilitate Health and Safety Training for Public Ordinary and Special Schools. Establish a structured programme of Health and Safety Training within the Education District. Liaise with external health and safety consultants in the provision of training programmes and health and safety services. Coordinate the delivery of training (evacuation plans, fire prevention, fire protection and hazardous materials communication). Ensure full an accurate health and safety training records are maintained. Review training feedback from employees. Maintain a database of employees who have completed the required training. Report on the implementation of occupational health and safety training to DCES School. Management and Governance Support. Coordinate and facilitate various attitudinal / behavioural programs to support, modify or influence learner and educator behaviour to create safe learning environments and promote quality teaching and learning. Organizing, Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

ENQUIRIES

POST 06/256

SALARY

CENTRE REQUIREMENTS

DUTIES

- : **SOCIAL WORKER REF NO: 56**
District Office: Education District Office Metro North
- : Grade 1: R325 200 - R382 374 per annum, (OSD as prescribed)
Grade 2: R397 119 - R459 996 per annum, (OSD as prescribed)
Grade 3: R477 564 - R561 378 per annum, (OSD as prescribed)
Grade 4: R585 441 - R725 754 per annum, (OSD as prescribed)
Salary depending on years of experience after registration with the professional body
- : Parow
- : A formal 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, and proof of payment of registration for 2025-2026; **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. Recommendations: Valid Drivers License. Experience in the field of child and youth care.
- : Implement social work capacity building programmes for the early identification of and interventions relating to social, emotional and behavioural barriers to learning: Train teachers, parents, and support staff in the early identification of social, emotional and behavioural barriers. Train teachers, parents, and support staff to manage identified learners who experience social, emotional and behavioural barriers (e.g. Individual Support Plan (ISP)/Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body's (SGBs) that address and/or prevent social, emotional and behavioural barriers to learning. Implementation of Inclusive Education Policies including the Screening Identification and Assessment Support (SIAS) Policy. O Provide direct social work services when necessary. Participate in inter- and intra-sectoral networks and collaborations: Promote inclusive schools as centres of Care and Support for Teaching and Learning (CSTL) and use this framework to co-ordinate the support from other sectors. Collaborate on social work matters with the multi-disciplinary teams. Provide specialized social work support to strengthen District- and School-based support teams (DBSTs/SBSTs): Train, sustain and promote SBSTs in collaboration with the DBST in all Schools in understanding social context, legislation related to children and create an effective school-community partnership. Collaborate as multi-disciplinary teams with ISLES DBST to

support learners who experience barriers to learning. Provide social work input for the district with regard to policy development and reviews. Conduct discipline specific research.

ENQUIRIES : Ms W Horn Tel No: (021) 938 3133

POST 06/257 : **SOCIAL WORKER REF NO: 44 (X2 POSTS)**
District Office: Education District Office Metro Central

SALARY : Grade 1: R325 200 - R382 374 per annum, (OSD as prescribed)
Grade 2: R397 119 - R459 996 per annum, (OSD as prescribed)
Grade 3: R477 564 - R561 378 per annum, (OSD as prescribed)
Grade 4: R585 441 - R725 754 per annum, (OSD as prescribed)
Salary depending on years of experience after registration with the professional body

CENTRE : Maitland

REQUIREMENTS : A formal 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, and proof of payment of registration for 2025-2026; 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. Recommendations: Valid Drivers License. Experience in the field of child and youth care.

DUTIES : Implement social work capacity building programmes for the early identification of and interventions relating to social, emotional and behavioural barriers to learning: Train teachers, parents, and support staff in the early identification of social, emotional and behavioural barriers. Train teachers, parents, and support staff to manage identified learners who experience social, emotional and behavioural barriers (e.g. Individual Support Plan (ISP)/Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body's (SGBs) that address and/or prevent social, emotional and behavioural barriers to learning. Implementation of Inclusive Education Policies including the Screening Identification and Assessment Support (SIAS) Policy. O Provide direct social work services when necessary. Participate in inter- and intra-sectoral networks and collaborations: Promote inclusive schools as centres of Care and Support for Teaching and Learning (CSTL) and use this framework to co-ordinate the support from other sectors. Collaborate on social work matters with the multi-disciplinary teams. Provide specialized social work support to strengthen District- and School-based support teams (DBSTs/SBSTs): Train, sustain and promote SBSTs in collaboration with the DBST in all Schools in understanding social context, legislation related to children and create an effective school-community partnership. Collaborate as multi-disciplinary teams with ISLES DBST to support learners who experience barriers to learning. Provide social work input for the district with regard to policy development and reviews. Conduct discipline specific research.

ENQUIRIES : Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)

POST 06/258 : **PERSONAL ASSISTANT REF NO: 97 (X2 POSTS)**
Directorate: Physical Resource Planning & Property Management

SALARY : R325 101 per annum (Level 07)

CENTRE : Cape Town

REQUIREMENTS : Secretarial Diploma or Equivalent (1–2-year post school qualification). Minimum 3 years' clerical/administrative experience in rendering a support service to senior management. Knowledge of the relevant legislation/ policies/ prescripts and procedure; Basic financial administration. Computer literacy in MS Word, MS PowerPoint and MS Excel, Knowledge of financial systems e.g., BAS and PERSAL, IMS and J-track, will be an advantage. Skills: Sound Planning and Organising skills; Communicate effectively (written and verbally); Advanced typing.

DUTIES : Plan activities for example: diary management, travel itineraries, document flow in the office, do basic research. Provide a secretarial/receptionist support service to the Directorate, which includes procurement, maintaining a record system, managing assets and recording minutes of meetings. Render administrative support services in the Directorate. Provide support to manager regarding meetings including logistical arrangements, keeping track of due dates. Analyse information and compile complex documents/ submissions /reports of strategic nature for the HoD and members of Top and Senior Management. Draft submissions, letters, internal memorandums etc. Remain abreast with the procedures and processes that apply in the office of the manager. Establish and maintain procedures and processes to support the smooth functioning of the Directorate. Render Support to the Director with budget management including claims, procurement claims, etc. Remains up to date with regard to prescripts /policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager

ENQUIRIES : Ms L McGlenatendolf Tel No: (021) 467 2021

POST 06/259 : **CLIENT SERVICE AGENT REF NO.10 (X2 POSTS)**
Directorate: Communication

SALARY : R325 101 per annum (Level 07)
CENTRE : Cape Town
REQUIREMENTS : Senior Certificate with a minimum of at least 6 years of relevant experience. Knowledge of PERSAL and Introduction to PERSAL Certificate. Experience in public service and/or education environment with specific reference to applicable employment, conditions of service legislation, finance and client service environment. Proven communication skills in at least two official languages of the Western Cape Province. Knowledge: At least 5 years of experience in knowledge of employee benefits, finance matters and salary policies of government. Skills: Polite, reliable, self-motivated and good interpersonal skills; good customer service skills; professional client service manner; active listener with analytical skills; commitment to ongoing knowledge and skills development; good written communication and documentation skills; computer literacy; commitment to success in client service.

DUTIES : Attending queries from WCED clients; answer client's questions, and question clients to obtain a full understanding of the information required. Refer queries to back-office support where further research is required. Log all queries using relevant systems and monitor referred queries to facilitate timely responses and quality customer service. Communicate clearly and effectively with clients and colleagues and manage lengths of visits and calls. Recognise and manage assertive customers. Promote teamwork and client service success. Organise and prioritise duties and contribute to on-going systems development. Develop personal client service knowledge and skills and attend relevant training programmes. Assist Communication Directorate as required.

ENQUIRIES : Mr L Bruce Tel No: (021) 467 2558

POST 06/260 : **TRANSPORT CONTROL OFFICER REF NO: 85**
District Office: Education District Office West Coast

SALARY : R325 101 per annum (Level 07)
CENTRE : Paarl
REQUIREMENTS : Senior/Matric certificate plus 6 years clerical experience. A valid drivers' license. Knowledge: Public Service Act and Regulations. PFMA and Treasury Regulations. Department of Transport Policies (GG Transport). WCED Acts, policies, circulars, processes and procedures. Skills: Financial. Interpretation of prescripts. Organising and planning. Report writing. Motivation. Interpersonal. Communication (2 official languages).

DUTIES : Monitor, maintenance and control the GG fleet at the district. Apply and register new GG users with GMT and provide all relevant documentation. Monitor the update of motor drivers' licenses register (file) of all personnel. Monitoring all trip authorities and garaging. Monitor that the drivers of vehicles have knowledge of prescribes contain in the transport circular for usage by providing a copy of the circular in the logbook. Monitor that all trips are recorded in the logbook. Ensure that control over toll card systems by verifying with trip authority and register as well as verification for payment to GMT. Monitor that all logbooks are signed off at the end of every month, verified and submitted to Head Office and GMT. Expenditure as indicated in the logbook is verified with

the invoice of GMT before payment is done. Compile and submit monthly utilisation report to Head office. Management of fleet on a daily basis. Monitoring of registers (daily incoming, outgoing and security) for control purposes. Allocate pool vehicles to users for optimal use. Monitor the daily inspection of vehicles after trips and execute necessary actions. Reconcile GG invoice with utilisation report and verify the expenditure for payment by Head Office. Liaise with GMT for replacement vehicles. Check claims for damage submitted by GMT, verify and submit to Head Office for payment. Ensure that vehicles are roadworthy, serviceable, licenced and parked securely. Organise service of vehicles, replacements of tires, batteries and cleaning of vehicles. Coordinate and facilitate the administration of fines. Analyse the database and follow-up on disciplinary actions. Ensure that in the case of accidents, the driver reports it to the SAPD, and the accident report is handed in by the official. The transport officer coordinates and finalise the accident report. The transport officer is responsible for organising breakdown services. Obtain quotations for minor vehicle damage due to accidents and obtain the relevant reports from users for GMT. Coordinate and manage the submission of log sheets / accident reports / fines and holiday garaging for Public Special School vehicles. Order taxi transport as per request from GMT. Responsible for the collection, verification and filing of taxi trip authorities. Verify of invoice of GMT before sending for payment. Administer, verify and monitor the use of rentals. Receive application for use of private rental cars. Responsible for collecting and inspecting rental cars. Ensure that vehicle is entered into the rental register, open logbook and follow procedure of GG-vehicles up to payment. Supervision of employees/staff General supervision of employees. Allocate duties and do quality control of the work delivered by employees. Advice and lead employees regarding all aspects of work. Assess staff performance. Development of employees to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Manage and promote the maintenance of discipline. Participation in the recruitment and selection of staff where required.

ENQUIRIES : Ms A Truter Tel No: (021) -860 1209 (West Coast EDO)

POST 06/261 : **TRANSPORT CONTROL OFFICER REF NO: 71**
District Office: Education District Office Metro South

SALARY : R325 101 per annum (Level 07)
CENTRE : Mitchells Plain
REQUIREMENTS : Senior/Matric certificate plus 6 years clerical experience. A valid drivers' license. Knowledge: Public Service Act and Regulations. PFMA and Treasury Regulations. Department of Transport Policies (GG Transport). WCED Acts, policies, circulars, processes and procedures Skills: Financial. Interpretation of prescripts. Organising and planning. Report writing. Motivation. Interpersonal. Communication (2 official languages).

DUTIES : Monitor, maintenance and control of the GG fleet at the district. Apply and register new GG users with GMT and provide all relevant documentation. Monitor the update of motor drivers' licenses register (file) of all personnel. Monitoring all trip authorities and garaging. Monitor that the drivers of vehicles have knowledge of prescribes contain in the transport circular for usage by providing a copy of the circular in the logbook. Monitor that all trips are recorded in the logbook. Ensure that control over toll card systems by verifying with trip authority and register as well as verification for payment to GMT. Monitor that all logbooks are signed off at the end of every month, verified and submitted to Head Office and GMT. Expenditure as indicated in the logbook is verified with the invoice of GMT before payment is made. Compile and submit monthly utilisation report to Head office. Management of fleet on a daily basis. Monitoring of registers (daily incoming, outgoing and security) for control purposes. Allocate pool vehicles to users for optimal use. Monitor the daily inspection of vehicles after trips and execute necessary actions. Reconcile GG invoice with utilisation report and verify the expenditure for payment by Head Office. Liaise with GMT for replacement vehicles. Check claims for damage submitted by GMT, verify and submit to Head Office for payment. Ensure that vehicles are roadworthy, serviceable, licenced and parked securely. Organise service of vehicles, replacements of tires, batteries and cleaning of vehicles. Coordinate and facilitate the administration of fines. Analyse the database and follow-up on disciplinary actions. Ensure that in the case of accidents, the driver

reports it to the SAPD, and the accident report is handed in by the official. The transport officer coordinates and finalise the accident report. The transport officer is responsible for organising breakdown services. Obtain quotations for minor vehicle damage due to accidents and obtain the relevant reports from users for GMT. Coordinate and manage the submission of log sheets / accident reports / fines and holiday garaging for Public Special School vehicles. Order taxi transport as per request from GMT. Responsible for the collection, verification and filing of taxi trip authorities. Verify of invoice of GMT before sending for payment. Administer, verify and monitor the use of rentals. Receive application for use of private rental cars. Responsible to collect and inspecting rental cars. Ensure that vehicle is entered into the rental register, open logbook and follow procedure of GG-vehicles up to payment. Supervision of employees/staff General supervision of employees. Allocate duties and do quality control of the work delivered by employees. Advice and lead employees regarding all aspects of work. Assess staff performance. Development of employees to be able to deliver the work required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Manage and promote the maintenance of discipline. Participation in the recruitment and selection of staff where required.

ENQUIRIES : Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

POST 06/262 : **HUMAN RESOURCE OFFICER: (VARIOUS POSTS) REF NO: 18**
Directorate: Service Benefits

SALARY : R325 101 per annum (Level 07)
CENTRE : Cape Town
REQUIREMENTS : An appropriate National Diploma or Degree in Human Resources plus 3 years relevant experience in Human Resources or Senior Certificate with a minimum of at least 6 years relevant experience. Knowledge Relevant Education and Public Service Acts, Regulations; Policy documents; Public Finance Management Act; Education Law and Policy; Disciplinary Codes and Procedures; CORE & Compensation Management, Collective Agreements, SPMS and PERSAL. Interpersonal, Problem Solving and Organizing skills; Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, PowerPoint); MS Outlook and PERSAL. Communication skills in at least two official languages of the Western Cape Province.

DUTIES : General administrative duties regarding service benefits and conditions of service. Implementation of applicable policies. Salary administration. Leave administration. Exit management service. Supervision of staff.

ENQUIRIES : Ms D Pillay Tel No: (021) 467 2477

POST 06/263 : **ADMIN OFFICER: ADMINISTRATION SUPPORT OFFICER REF NO: 103**
Directorate: E-Learning

SALARY : R325 101 per annum (Level 07)
CENTRE : Cape Town
REQUIREMENTS : 3 years post matric qualification. At least 3 years' relevant clerical or administrative experience, valid driver's license. Proficiency at least in two of the three official languages (English, Afrikaans, isiXhosa). Work experience in government systems; S&T payments; preparing documents for procurement e.g. requisitions. Setting up data management and data reporting systems. Ability to interpret and present data written visually and verbally. Knowledge: Knowledge of procurement processes, requisition processes, Knowledge of Public Finance Management Acts (PFMA, SITA), Knowledge of eLearning Vision, White paper 7. Skills: Computer literacy, Excellent oral and written communication, Report writing •Strong attention to detail, Good interpersonal relations, Sound administration, Good organizational skills, Ability to think analytically and systematically, and be able to work as part of a team.

DUTIES : Provide support to E-learning projects: Prepare source documentation for procurement of ICT equipment, hardware and infrastructure rollout, Track progress of source documents, Prepare payment documents as necessary, e.g. Requisitions, S&T. Keep updated records of projects – electronic and physical filing system, provide administrative assistance with the maintenance of an updated database of all projects of eLearning, provide inputs and prepare

reports (statistics, invoices, etc.). Provide administrative support e-learning project office: In collaboration with CES, Deputy Director and Assistant Directors, update templates and documentation related to eLearning projects, Liaise with the different units at head office and districts with respect to administrative aspects related to e-Learning, Work within the established systems to perform all core functions effectively, efficiently and timeously, Issue and keep meaningful records (assets register) of ICT equipment of eLearning Directorate, Administer and keep records of office assets, S&T claims and travel, Assis with all aspects of administration of projects, e.g. database of training, digital resources, R&D reports, Keep a meaningful correspondence and filing system, Assist with any other tasks that contributes to the functions of eLearning Directorate as delegated by the Director and CES/Deputy Director, Coordinates logistical arrangements for meetings when required, Prepare brief notes for meetings as required, Drafts documents as required. Reporting and Administration: Regularly inform CES, Deputy Director, DCES and Assistant Directors of any problems related to the core functions, keeping a meaningful correspondence and filing system, Issue and Keep assets register up to date of ICT equipment of eLearning Directorate. Obtains, inputs, collates and compile reports, e.g. progress reports, monthly reports as required, assist with any other tasks that contribute to the functions of the E-Learning directorate as delegated by the CES, Deputy Director and Director.

ENQUIRIES : Mr C Walker Tel No: (021) 467 2351

POST 06/264 : **ADMIN SUPPORT OFFICER REF NO: 11**
Directorate: Curriculum FET

SALARY : R325 101 per annum (Level 07)
CENTRE : Cape Town
REQUIREMENTS : A 3 year post qualification, At least three years' relevant financial/clerical/administrative experience, Competency in at least two official languages of the Western Cape Province. Knowledge: Database management; Project management; Financial analysis; Information Technology - application of relevant computer programmes; Ability to draft documentation like submissions, letters, etc. Skills: Sound organising, planning and time management skills; Effective communication (written and verbally).

DUTIES : Assist the Directorate: Curriculum FET management support staff in all administrative duties. Develop and maintain processes and systems, including financial processes and systems Prepare documentation and verify responses and information received from internal and external stakeholders and compile reports pertaining to the Directorate. Tracking of expenditure for the Directorate. Monitoring, evaluation and report on the Directorate's finances. Ensure that effective records are kept of all administrative activities in the directorate. Coordinate evidence / supporting documents for the Directorate including outgoing and incoming correspondence. Manage and maintain an effective filing system. Render secretariat services Manage the procurement of standard items including bookings for travel and accommodation Keep record of all procurement activities. Maintain the assets of inventory and consumable stock in the directorate Study the relevant Public Service, Departmental and Directorate prescripts / policies and other documents and ensure that the application thereof is understood properly. Advise relevant stakeholders.

ENQUIRIES : Dr G Schreuder Tel No: 021 467 2623

POST 06/265 : **ADMIN OFFICER: VARIOUS CIRCUITS REF NO: 46 (X4 POSTS)**
District Office: Education District Office Metro Central

SALARY : R325 101 per annum (Level 07)
CENTRE : Maitland
REQUIREMENTS : 2 years post matric qualification plus 3 years relevant clerical/administrative Experience. Ability to be creative Flexibility Using your own trusted discretion, when necessary, Ability to consult Accountability Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages &; sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions, letters, etc. Sound organising, planning and time management skills (for example workshops, conferences, events). Diary management, travel

		itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services.
<u>DUTIES</u>	:	Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation/data/information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.
<u>ENQUIRIES</u>	:	Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)
<u>POST 06/266</u>	:	<u>ADMIN OFFICER: ADMIN SUPPORT OFFICER: CIRCUIT 6 REF NO: 39</u> District Office: Education District Office Eden & Central Karoo
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Oudtshoorn
	:	2 years post matric qualification plus 3 years relevant clerical/administrative Experience. Ability to be creative Flexibility Using your own trusted discretion, when necessary, Ability to consult Accountability Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions, letters, etc. Sound organising, planning and time management skills (for example workshops, conferences, events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services Work under pressure. Make sound judgments. Do basic research (information gathering). Analyse documents and situations. Ability to access research sources (Information platforms). Function as a team member.
<u>DUTIES</u>	:	Management support staff in all administrative duties. component. And oversee and provide effective guidance and advice on the flow of information and documents, to from the Management and Governance Component. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the Management and Governance Component and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the Management and Governance Component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Management and Governance Component. Assist with the planning of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data /information from relevant stakeholders. Collate management and governance data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Coordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the supply chain management. Provide support to the supply chain management. Render advice and liaise w.r.t administrative matters.
<u>ENQUIRIES</u>	:	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<u>POST 06/267</u>	:	<u>CHIEF ACCOUNTING CLERK, REF NO: 84</u> District Office: Education District Office West Coast
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07)
	:	Paarl

REQUIREMENTS : Matric / Grade 12 Certificate, 6 years relevant financial experience required.
Job Summary: To render financial clerical support services within the Education District. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture date, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual) Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.) Skills: Computer operating skills (accounting system), Planning and organization, Language, Good verbal and written communication skills, Basic Numeracy skills, Ability to perform routine tasks and Interpersonal skills.

DUTIES : Supervise and render financial accounting transactions. Receive and allocate payment advices. Verify payment advices and supporting documents for correctness, verification and approval. Draw Monthly Document Control Report and ensure the completeness of the payment batched. Ensure timeous submission of payment batches to Head Office. Supervise the filing of all documents. Supervise collection of petty cash. Supervise and pay slip administration support services. Receive and distribute payslips and IRP5s. Obtain signatures. Supervise the filing of all documents. Supervise and render financial accounting transactions. Verify all financial transactions captured. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Render a budget support service. Verify information collected from fund managers and feedback to them. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Responsible for the distribution of documents with regard to the budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments. Supervision of staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms A Truter Tel No: (021) -860 1209

POST 06/268 : **CHIEF ACCOUNTING CLERK: ACCOUNTS RECEIVABLE (DEBTORS)**
REF NO: 89
Directorate: Financial Accounting

SALARY : R325 101 per annum (Level 07)
CENTRE : Cape Town
REQUIREMENTS : Grade 12 certificate with Accounting or Mathematics. At least 4-6 years' relevant work experience in working/dealing with debts. Supervisory experience. National Diploma in Financial Accounting, Knowledge and experience in Finance Directorate (debt follow up and collection of outstanding debt). Knowledge: Competencies: Knowledge of Systems (PERSAL and BAS is advantageous); PFMA; Treasury Regulations and other relevant legislation; reporting procedures; Skills: Computer literate with (MS Word & MS Excel) Skills: Excellent report writing skills; Problem solving; Financial management, good interpersonal- and communication skills in at least two of the official languages of the Western Cape.

DUTIES : Follow up and collection of outstanding state debts. Preparing referral cases to the Debt Collector/State Attorney or third parties. Write-off of irrecoverable debts. Check/Approve/Authorise transactions relating to revenue received. Clearing of Debt suspense account Manage revenue and debtor database. Supervise and control subordinates and sections. Answering audit queries and client queries. Compiling monthly Accounts receivable reports for In Year Monitoring. Compile inputs to the Interim & Annual Financial Statements.

ENQUIRIES : Ms C Adendorff Tel No: (021) 467 2506

POST 06/269 : **ADMIN OFFICER: PEOPLE MANAGEMENT REF NO: 29**
District Office: Education District Office Cape Winelands

SALARY : R325 101 per annum (Level 07)
CENTRE : Worcester
REQUIREMENTS : 3 years post matric qualification plus 1-year relevant clerical/administrative. Extensive knowledge of applicable policies and procedures, public service procedures, Knowledge of people management processes, Labour relations, financial management, Project planning. experience. Interpret and apply relevant policies and procedures, People resource planning, Problem solving,

DUTIES

Sound Budgeting, Facilitation, Presentation, Communication, Analytical, Computer Literacy.

: Implement and administer the Workplace Skills Plan (WSP) at District Level: Assist with the process to obtain and collate training needs. Provide support to the DCES People Management in drafting of the workplace skills plan in conjunction with the District Skills Development Committee. Assist with the implementation of the Workplace Skills Plans. Ensure that administration pertaining to training interventions is up-to-date, accurate and thorough. Assist the DCES People Management with the compilation of training reports, ensuring that all reports are aligned with SETA requirements. Administer the training and professional development plan at District Level: Administer the process regarding the identification and nomination of candidates / participants for service training courses. Administer the identification and nomination of teachers, for the Teacher Qualification Improvement Programmes. Administer the roll-out of the District Professional Development Plan and monitor against the approved budget. Administer the implementation of SACE CPTD-MS (Continuing Professional Teacher Development Management System). Assist in the administration and monitoring of professional participation at school level in line with PGPs (Professional Growth Plans) and School Improvement Plans and WCED Professional Development Priorities. Administer and ensure that all data pertaining to the professional Development Points of all teachers are captured accurately and the information recorded is relevant, per district intervention. Compile submission of district interventions for CPTD MS from District Components for SACE endorsements. Provide administrative support to teachers or refer them to the relevant support systems of their participation in the CPTD Management system and Professional Development uptake. Administer and monitor the National Teaching Awards process at District level. Compile monthly, quarterly and annual reports for WCED/CTLI (e.g. training interventions relating to the District Professional Development Plan). Assist with the monitoring and administration of the Staff Performance Management System(s) at District (including schools) Level: Assist in the administration and dissemination of performance management training information within the district and schools. Schedule and plan performance management events and activities, aligning the performance management plan and timetables with that of the Head Office performance management structure and assist in the collation/compilation of regular progress reports. Assist with administrative and operational support for the alignment of individual and district performance plans. Assist with the communication and dissemination of information on performance management framework and assist with the gathering of information regarding performance management implementation trends within the district and report to supervisor. Administer and file personal development plans of district employees, skills development programmes and performance related management processes and assist in the identification of gaps and overlaps. Develop, implement and comply with new and amended departmental policies and procedures at district and school level. File all documents relating to the SPMS (IPDP, quarterly review forms, appraisal certificates, circulars, etc.). Render support and advice to district management regarding Employee Assistance Program (EAP): Mediation of new policies, procedures and guidelines and to provide support to all staff on the interpretation of the EAP policy of the Department (through workshops, information sessions. etc.). Assist with provision of information on appropriate health, welfare and psychosocial facilities, support / counselling services at the workplace, or within the community to employees. To draft letters, progress /status reports as required in terms of prescripts / policies. Supervisory functions attached to the post.

ENQUIRIES

: Mr N Petersen Tel No: (023) 348 4600

POST 06/270

: **CARE AND SUPPORT OFFICER: HIV/AIDS & TB LIFE SKILLS EDUCATION PROGRAMME REF NO: 61**
District Office: Education District Office Metro North

SALARY CENTRE REQUIREMENTS

: R325 101 per annum (Level 07)
: Parow
: National Diploma/Degree (NQF Level 6) qualification in Education/ Health or Social Sciences plus 1-year relevant administrative experience. A valid driver's licence. Understanding National HIV / Aids and TB Policy. Knowledge of Life skills/Life orientation. Computer Literacy (excel, Ms-word). Financial

		administration (budgeting). Report writing. Sound organisation and planning. Facilitation. Communication. Basic knowledge and information management. Language (2 Official Languages of the Western Cape Government).
<u>DUTIES</u>	:	Coordinate and facilitate advocacy and social mobilisation Programmes within the district (According to the Conditional Grand Framework as well as DORA) for HIV / AIDs & TB and Life Skills Education. Facilitate and coordinate all training and development regarding HIV /Aids & TB Programmes. Assist with coordination and facilitation of the co-curricular activities within the district. Responsible for the implementation of Care and Support within the District (According to the Conditional Grand Framework as well as DORA). Coordinate and facilitate the provisioning of Learning and Teaching Support Material (LTSM). Support and monitor regarding the HIV/Aids & TB and Life Skills Education Programme within public schools
<u>ENQUIRIES</u>	:	Ms W Horn Tel No: (021) 938 3133
<u>POST 06/271</u>	:	<u>SCHOOL LIBRARY SERVICE OFFICER REF NO: 74</u> District Office: Education District Office Overberg
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Caledon
<u>REQUIREMENTS</u>	:	A relevant National Diploma or degree in Library and information Science or related. 1-year relevant librarian experience. Valid driver's license. Knowledge: Library and Information Science Matters. Knowledge of National and Provincial Library Policies and Legislation. Knowledge of procedures and processes. Knowledge of National and Provincial Education Policies and Legislation. Knowledge of National Curriculum Statements. Skills: Organising, problem solving, conflict management, customer care and good interpersonal relations. Computer literacy (MS Word, Excel, SLIMS). Financial administration skills. Ability to work under pressure. Communication skills in 2 official languages. Analytical thinking.
<u>DUTIES</u>	:	Implementation of National and Provincial Libraries Policies. Training and development of School library coordinator (Teacher, student, parent). Implementation of DBE/WCED requirements for Special projects (library). Provide guidance and support to Public and Special Ordinary School with the development and maintenance of the appropriate School Library Model and Service (Classroom- / Cluster - /Mobile- /Centralised- Community School library). Promote and support reading and literacy programmes.
<u>ENQUIRIES</u>	:	Ms I Senosi Tel No: (028) 214 7300 (Overberg EDO)
<u>POST 06/272</u>	:	<u>CARE AND SUPPORT OFFICER: HIV/AIDS & TB LIFE SKILLS EDUCATION PROGRAMME REF NO: 77</u> District Office: Education District Office Overberg
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Caledon
<u>REQUIREMENTS</u>	:	National Diploma/Degree (NQF Level 6) qualification in Education/ Health or Social Sciences plus 1-year relevant administrative experience. A valid driver's licence. Knowledge: Understanding National HIV / Aids and TB Policy. Knowledge of Life skills/Life orientation. Skills: Computer Literacy (excel, Ms-word). Financial administration (budgeting). Report writing. Sound organisation and planning. Facilitation. Communication. Basic knowledge and information management. Language (2 Official Languages of the Western Cape Government).
<u>DUTIES</u>	:	Coordinate and facilitate advocacy and social mobilisation Programmes within the district (According to the Conditional Grand Framework as well as DORA) for HIV / AIDs & TB and Life Skills Education. Facilitate and coordinate all training and development regarding HIV /Aids & TB Programmes. Assist with coordination and facilitation of the co-curricular activities within the district. Responsible for the implementation of Care and Support within the District (According to the Conditional Grand Framework as well as DORA). Coordinate and facilitate the provisioning of Learning and Teaching Support Material (LTSM). Support and monitor regarding the HIV/Aids & TB and Life Skills Education Programme within public schools.
<u>ENQUIRIES</u>	:	Ms I Senosi Tel No: (028) 214 7300 (Overberg EDO)

<u>POST 06/273</u>	:	<u>PERSONAL ASSISTANT: INTERNAL CONTROL REF NO: 13</u> Directorate: Internal Control
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Secretarial Diploma or Equivalent (1-2 year post school qualification). Minimum 3 years' clerical/administrative experience in rendering a support service to senior management. Knowledge of the relevant legislation/policies/ prescripts and procedure; Basic financial administration. Computer literacy in MS Word, MS Excel and Power Point. Knowledge of financial systems eg, BAS and PERSAL will be an advantage. Sound Planning and organising skills; Communicate effectively (written and verbally), Advanced typing skills. Compile presentations, Supervisory skills.
<u>DUTIES</u>	:	Plan activities, for example: diary management, travel itineraries, document flow in the office. Analyse documents, compile reports and do basic research. Provide a secretarial/receptionist support service to the Directorate, which includes procurement, maintaining a record system, management of assets and record minutes of meetings. Render administrative support services in Directorate. Render support and the facilitation of audit processes. Provide support to manager regarding meetings including logistical arrangements. Draft submission, letters, internal memorandum etc. Establish and maintain procedures and processes to support the smooth functioning of the Directorate. Render Support to the Director with budget management including claims, procurement claims, etc
<u>ENQUIRIES</u>	:	Ms W Salie Tel No: (021) 467 2680
<u>POST 06/274</u>	:	<u>CHIEF ADMINISTRATION CLERK: FACILITIES REF NO: 104</u> District Office: Education District Office West Coast
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	PAARL
<u>REQUIREMENTS</u>	:	Senior/Matric certificate plus 6 years relevant clerical experience. A valid driver's licence. Knowledge: Public Service Act, 1994 and Regulations; Departmental Acts, policies, circulars, processes and procedures; OHS Act, 1993 and regulations; Norms and standards for office accommodation; Record Management Act and procedures; Health and Safety Act. Skills: Communication skills; Organising skills; Presentation skills; Ability to motivate personnel; Problem-solving skills; Computer literacy; Ability to delegate effectively; Health and Safety Skills; Report writing; Interpersonal skills. Interpretation. Language (2 official languages of the western cape government).
<u>DUTIES</u>	:	Responsible for supervision of receptionist service at district level. Responsible for supervision of telecommunication service at district level. Responsible for infrastructure, accommodation and grounds. Responsible for Occupational Health and Safety at District Level. (District Office and Service Points). Supervision of employees/staff.
<u>ENQUIRIES</u>	:	Ms A Truter Tel No: (021) -860 1209 (West Coast EDO)
<u>POST 06/275</u>	:	<u>ADMIN SUPPORT OFFICER: LEARNER SUPPORT REF NO: 50</u> District Office: Education District Office Metro East
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Kuilsrivier
<u>REQUIREMENTS</u>	:	2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience. Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Draft documentation like submissions, letters, etc. Sound organising, planning and time management skills (for example workshops, conferences, events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services. Work under pressure. Make sound judgments. Do basic research (information gathering). Analyse documents and situations. Ability to access research sources (Information platforms). Function as a team member.

DUTIES

: Render line administrative support: Management of support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the component. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the Learner Support Component. (i) Answering and responding / redirecting telephonic enquiries. (ii) Dealing with telephone and walk in queries. (iii) Directing queries / referrals from the DoH / DSD etc to the appropriate DBST (Circuit) Learner Support staff. (iv) Liaise with the admin officers of each circuit re placement / queries etc. (v) Follow up with Special Schools regarding placement (vi) Follow up with Head Office/especially when docs go missing. ii) Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile letters / reports pertaining to the Learner Support Component and advise/ sensitise the office,e.g.: (i) Progress reports (ii) Monthly reports (iii) Management reports .iii) Assist with monitoring and evaluating the performance of the Learner Support Component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Learner Support Component. iv) Monitoring of SLES staff leave forms (ii) Ensuring daily registers are in place. (iii) Deal with all Learner Support employees enquiries re salary issues. Assist with the planning of workshops, large meetings, conferences as and when they occur. (i) Sifting meeting prep./ admin (ii) Assist with Learner Support Components interviews. v) Follow up with outstanding documentation / data/information from relevant stakeholders e.g. Social Development, Childrens Court referrals, Child Welfare etc. Track issues referred to and from Learner Support Component through Issue Management System (IMS). Collate Learner Support data available on WCED systems such as CEMIS, Eduinfosearch,SAMI, DMIS, etc. Co-ordinate M&E activities and maintain relevant systems. Update and maintain the information systems for Learner Support Component projects. (e.g. APP Projects). (i) Compile memoranda and reports on validity and relevance of data received from project stakeholders. i) Remain abreast with project procedures and process that apply to the Learner Support Component, Positive Behaviour, Learner Support Budgets (ii) Coordinate projects development queries (labour enquiries) -related parliamentary/ ministerial enquiries referred to the Learner Support Component. (iii) Analyse reports and make notes and/or recommendations with regard to projects implemented by the Learner Support Component. (iv) Assist the Head Learner Support in the analysis of business reports. Draft progress reports on all plans. (v) Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings i) Collect and compile information on project with regard to issues that needs to be discussed at meetings. Render secretariat services: (i) Arrange for the placement of project related items on the agenda of meetings chaired by the Head Learner Support, and to ensure circulation of accompanying memoranda. Provide Support to the Unit for Supply Chain Management. (i) Manage the procurement of standard items: (i) Handle all memorandums of agreement, venues, signatures, finances, financial planning and monitoring for WSP / positive behaviour. (ii) Assist with stationary for Learner Support staff, in terms of the project-related activities, obtain the necessary signatures on documents e.g. procurement advice and attendance records. (i) Prepare and process contract applications for Learner Support Component and follow up with HO (ii) Budget / requisition paperwork e.g. WSP/ Positive Behaviour (iii) Management of preparation of documentation for claims / payments. Render advise and liaise w.r.t administrative matters (i) Keep an update on WCED school online systems including, SAMI, CEMIS, DMIS and Eduinfosearch (including Databases and Registers within the Learner Support Component) (ii) Maintain a database and track the distribution of LTSM, learning support, therapy sections, Abuse No More Docs etc. (ii) Facilitate and manage all databases pertaining to Assessments and Accommodations. (iii) Special school applications, data management, tracking applications (iv) Concessions / Adaptations (v) SLES Referral pathway / SIAS (vi) Database of special school referrals. (vii) Manager Register for Abuse no More. (viii) Manage registers / database re Suspensions and Expulsions / Form 22 / Abuse No More Register. (ix) EduInfo Search capturing, gathering statistics, drawing up reports as required. (x) Status / Tracking of various types of applications. (xi) Collate learner support data available on WCED systems. (xii) Track learner disability of EduInfoSearch, assist with verification of learner disabilities for AG purposes. Report on

outstanding learner verifications for LSEN in the mainstream as provided by learning support educators. Study the relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with project procedures and processes that apply to the Learner Support Component. Compile reports and submissions.

ENQUIRIES : Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO)

POST 06/276 : **ADMIN SUPPORT OFFICER: DISTRICT REF NO:01**
Directorate: Chief Directorate: Districts

SALARY : R325 101 per annum (Level 07)
CENTRE : Cape Town
REQUIREMENTS : Relevant diploma or degree in Office Administration or Public administration. At least 3 years' experience in administration within an educational institution. Knowledge and experience in financial administration. Knowledge of educational activities and procedures. Financial administration. Computer literacy (MS Word, MS Excel, PowerPoint, IMS, MS Access) Verbal and non-verbal communication skills. Report writing.

DUTIES : Provide an administration support service: Support management in the planning of workshops, monitoring visits, events, conferences, meetings, seminars etc. Manage logistical arrangements for the above. Develop and manage a filing system for the Directorate. Photocopying, binding, faxing of documents. Manage incoming and outgoing correspondence. Manage and provide support with procurement processes. Manage IMS. Take minutes of meetings. Follow up on decisions made in the meetings. Financial Administration: Manage and verify all claims and requisitions. Keep records of all claims and requisitions submitted. Provide support in the management of the budget. Develop systems to keep track of expenditure. Record keeping and Reporting: Develop and manage a database e.g. records of stakeholder's forums etc. Take, type and distribute minutes to relevant stakeholders. Keep records of circulars, submissions, minutes, policies etc. Keep records of plans/reports submitted by stakeholders. Keep records of strategic and operational plans. Liaise: Ensure good stakeholder relations. Attend to stakeholder queries and requests immediately. Liaise with: National department, other provincial departments, directorate and district offices, Communicate with contractors' workers, stakeholders and service providers. Assist in arranging consultative workshops, conferences and seminars for stakeholders. Provide support in the coordination of forums with relevant assessment stakeholders. Provide support in facilitating integration with relevant District directorates.

ENQUIRIES : Ms H Van Ster Tel No: (021) 467 2089

POST 06/277 : **CHIEF ACCOUNTING CLERK REF NO: 34**
District Office: Education District Office Eden & Central Karoo

SALARY : R325 101 per annum (Level 07)
CENTRE : George
REQUIREMENTS : National Senior Certificate plus 6 years relevant financial experience. Basic knowledge of financial functions, practices and ability to capture data, computer literate, collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual) Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.). Computer literate (accounting system), Planning and organising, good verbal and written communication skills, basic numeracy skills, able to perform routine tasks, interpersonal skills.

DUTIES : Supervise and render financial accounting transactions: receive and allocate payment advice, verify payment advice and support documents for correctness, verification and approval, draw Monthly Document Control Report and ensure the completeness of the payment batched, ensure timeous submission of payment batches to Head Office, supervise the filing of all documents, supervise collection of petty cash. Supervise and pays lip administration support services: Receive and distribute pay lips and IRP5's, obtain signatures, supervise the filing of all documents. Supervise and render financial accounting transactions: Verify all financial transactions captured, record debtors and creditors, verify and process the processing of electronic

banking transactions. Render a budget support service: verify information collected from fund managers and feedback to them, compare and verify expenditure against budget, identify and verify variances, Verify the capturing of allocations on budgets, responsible for the distribution of documents regarding the budget, supervise the filing of all documents, supervise the receipt and capturing of cash payments. Supervision of staff: Allocate and ensure quality of work, personnel development, assess staff performance, staff discipline.

ENQUIRIES : Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)

POST 06/278 : **ADMIN OFFICER: PEOPLE MANAGEMENT REF NO: 62**
District Office: Education District Office Metro North.

SALARY : R325 101 per annum (Level 07)
CENTRE : Parow

REQUIREMENTS : 3 years post matric qualification plus 1-year relevant clerical/administrative experience. Knowledge: Extensive knowledge of applicable policies and procedures, public service procedures, Knowledge of people management processes, Labour relations, financial management, Project planning. Skills: Interpret and apply relevant policies and procedures, People resource planning, Problem solving, Sound Budgeting, Facilitation, Presentation, Communication, Analytical, Computer Literacy.

DUTIES : Implement and administer the Workplace Skills Plan (WSP) at District Level. Assist with the process to obtain and collate training needs. Provide support to the DCES People Management in drafting of the workplace skills plan in conjunction with the District Skills Development Committee. Assist with the implementation of the Workplace Skills Plans. Ensure that administration pertaining to training interventions is up-to-date, accurate and thorough. Assist the DCES People Management with the compilation of training reports, ensuring that all reports are aligned with SETA requirements. Administer the training and professional development plan at District Level: Administer the process regarding the identification and nomination of candidates / participants for service training courses. Administer the identification and nomination of teachers, for the Teacher Qualification Improvement Programmes. Administer the roll-out of the District Professional Development Plan and monitor against the approved budget. Administer the implementation of SACE CPTD-MS (Continuing Professional Teacher Development Management System). Assist in the administration and monitoring of professional participation at school level in line with PGP's (Professional Growth Plans) and School Improvement Plans and WCED Professional Development Priorities. Administer and ensure that all data pertaining to the professional Development Points of all teachers are captured accurately and the information recorded is relevant, per district intervention. Compile submission of district interventions for CPTD MS from District Components for SACE endorsements. Provide administrative support to teachers or refer them to the relevant support systems of their participation in the CPTD Management system and Professional Development uptake. Administer and monitor the National Teaching Awards process at District level. Compile monthly, quarterly and annual reports for WCED/CTLI (e.g. training interventions relating to the District Professional Development Plan). Assist with the monitoring and administration of the Staff Performance Management System(s) at District (including schools) Level: Assist in the administration and dissemination of performance management training information within the district and schools. Schedule and plan performance management events and activities, aligning the performance management plan and timetables with that of the Head Office performance management structure and assisting in the collation/compilation of regular progress reports. Assist with administrative and operational support for the alignment of individual and district performance plans. Assist with the communication and dissemination of information on performance management framework and assist with the gathering of information regarding performance management implementation trends within the district and report to supervisor. Administer and file personal development plans of district employees, skills development programmes and performance related management processes and assist in the identification of gaps and overlaps. Develop, implement and comply with new and amended departmental policies and procedures at district and school level. File all documents relating to the SPMS (IPDP, quarterly review forms, appraisal certificates, circulars, etc.) Render support and advice to district management

regarding Employee Assistance Program (EAP). Mediation of new policies, procedures and guidelines and providing support to all staff on the interpretation of the EAP policy of the Department (through workshops, information sessions. etc.). Assist with provision of information on appropriate health, welfare and psychosocial facilities, support / counselling services at the workplace, or within the community to employees. To draft letters, progress /status reports as required in terms of prescripts / policies. Supervisory functions attached to the post.

ENQUIRIES : Ms W Horn Tel No: (021) 938 3133

POST 06/279 : **ADMIN SUPPORT OFFICER: CIRCUIT REF NO: 108**
District Office: Education District Office Metro North

SALARY : R325 101 per annum (Level 07)
CENTRE : Parow

REQUIREMENTS : 2 years post matric qualification plus 3 years relevant clerical/administrative experience Additional Requirements: Ability to be creative Flexibility Using your own trusted discretion, when necessary, Ability to consult Accountability. Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages &; sound application of relevant computer programmes. Knowledge of the relevant legislation/ policies/ prescripts and procedures. Basic financial administration Skills: Draft documentation like submissions, letters, etc. Sound organising, planning and time management skills (for example workshops, conferences, events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services Work under pressure. Make sound judgments. Do basic research (information gathering). Analyse documents and situations. Ability to access research sources (Information platforms). Function as a team member.

DUTIES : Management support staff in all administrative duties. component. and oversee and provide effective guidance and advice on the flow of information and documents, to from the Management and Governance Component. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain input, collate and compile reports pertaining to the Management and Governance Component and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the Management and Governance Component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Management and Governance Component. Assist with the planning of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data /information from relevant stakeholders. Collate management and governance data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the supply chain management. Provide support to the supply chain management. Render advice and liaise w.r.t administrative matters.

ENQUIRIES : Ms W Horn Tel No: (021) 938 3133

POST 06/280 : **WORKS INSPECTOR REF NO: 7**
Directorate: Infrastructure Delivery Management

SALARY : R269 499 per annum (Level 06)
CENTRE : Cape Town

REQUIREMENTS : National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One year's relevant experience post-qualification. Valid Driver's License and computer literacy. An approximately 6 (six) month orientation period shall precede Works Inspectors' relocation to their respective Education District Office (EDO). For the orientation period Works Inspectors shall be based at the WCED Head Office (Cpt CBD). Skills: Project management skills, organizing, research and report writing, monitoring of projects, time management.

DUTIES : Prepare specifications for all types of maintenance-related work. Contribute to the development of Bills of Quantities for maintenance-related work where required. Drafting of Reports and or proposals, including associated costs, where required. Conducting inspections on all types of Education Infrastructure

construction projects, monitoring progress & quality of work. Conducting Condition Assessments on school infrastructure. Assist schools with the development- & management of Maintenance Plans for school facilities. Assist in completing NEIMS (National Education Infrastructure Management System) assessments for existing Education Infrastructure.

ENQUIRIES : Mr GP Nieuwoudt Tel No: (021) 467 2052

POST 06/281 : **ACCOUNTING CLERK: SALARIES REF NO: 91**
Directorate: Financial Accounting

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Cape Town
: Grade 12(or equivalent qualification) with Mathematics and/or Accounting as subjects passed. A valid (Code B or higher) driving licence and willingness to drive. Knowledge: Knowledge of financial accounting processes. Be a team player as well as working independently, good accounting and analytical skills. Good numerical skills. Intermediate computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills. Basic problem-solving skills. Illustrate a positive attitude.

DUTIES : Implementation, amendments and terminations of salary deductions. Clearing and age analysis of suspense accounts in Salaries. Prepare and/or compile payments in preparation for processing of transactions on financial systems (BAS/PERSAL). Report regularly to supervisor regarding compliance and assist with the preparation of inputs for the monthly and quarterly reporting. Assist with all general tasks within the Financial Accounting Department.

ENQUIRIES : Ms C Adendorff Tel No: (021) 467 2506

POST 06/282 : **ACCOUNTING CLERK REF NO: 47**
District Office: Education District Office Metro Central

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Maitland
: Grade 12 certificate. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Basic knowledge of financial operating systems (PERSAL, BAS, LOGIS etc.) Knowledge: Skills: Computer skills. Planning and organisation. Language. 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 payment advices. Check payment advices for correctness, verification and approval. Process payment advices (e.g. capture payments). Filing of all documents. Collection of petty cash. Perform Payslip Administration. Receive and distribute payslips and IRP5s. Obtain signatures. File all documents. Perform Bookkeeping support service. Capture all financial transactions (including registration of suppliers). Record debtors and creditors. Process electronic banking transactions. Compile journals.

ENQUIRIES : Ms B Robertson Tel No: (021) 514 6700(Metro Central EDO)

POST 06/283 : **SCM CLERK REF NO: 63**
District Office: Education District Office Metro North

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Parow
: Senior/Matric Certificate. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of SCM work procedures in terms of the working environment. Skills: Computer Skills. Planning and organisation. Language skills. Good verbal and written communication skills.

DUTIES : Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal.

		Verify inventories and asset register. Register suppliers on LOGIS (electronic purchasing system) or similar system. Request and receive quotations via relevant system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for consumables from end users. Issue consumables to end users. Maintain consumable register.
<u>ENQUIRIES</u>	:	Ms W Horn Tel No: (021) 938 3133
<u>POST 06/284</u>	:	<u>ADMINISTRATION CLERK: OFFICE OF THE HOD REF NO: 96</u> Directorate: Office of The Hod
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Cape Town Grade 12 (Senior Certificate). Skills: Computer literacy (MS Word and Excel), Good written and oral communication skills, Good organisational skills, Typing skills.
<u>DUTIES</u>	:	General office administration and secretarial duties and will include the following: Perform secretarial duties, manage the telephone in a professional manner, Arrange appointments, Take notes and type documentation, Make Photostat copies, Dispatch work, Receive visitors, Render support regarding organising of meetings, Arrange meetings/appointments and manage multiple boardroom calendars, Take minutes of meetings, Organise and serve refreshments at meetings, Prepare documentation for meetings, Inform all role-players who should attend meetings, Keep records, Trace files, Maintain leave register, Record departmental and ministerial requests, Maintain records of correspondence on an electronic system (IMS), Monitor IMS, Arrange for processing of travel and accommodation claims, Make travel and accommodation arrangements, Identify and address procurement needs, Follow up all functional issues with components, Prioritise all incoming documentation, Follow up correspondence, Send emails, Filter all documentation and correspondence.
<u>ENQUIRIES</u>	:	Ms L Boniface Tel No: (021) 467 2534
<u>POST 06/285</u>	:	<u>ADMINISTRATION CLERK: CIRCUIT 4 REF NO: 40</u> District Office: Education District Office Eden & Central Karoo
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Knysna National Senior/Matric Certificate. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operating computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the profile of all schools in the circuit. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties (where applicable). Assist with office support duties within the circuit. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims stemming from this. Keep detail records of the CMs school visits and activities.

Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.

ENQUIRIES : Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)

POST 06/286 : **ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 72**
District Office: Education District Office Metro South

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Mitchells Plain
: National Senior/Matric Certificate. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Co-operate with the stakeholders. Computer literate. Hardworking. Meet deadlines.

DUTIES : Assist with the implementation and administration of the Workplace Skills Plan (WSP) to the District Office. Render clerical support with the coordination and facilitation of the training and professional development plan to the District Office. Render clerical support with the administration of Staff Performance Management Systems at District Office

ENQUIRIES : Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

POST 06/287 : **ADMINISTRATION CLERK: DISTRICT CIRCUIT: CIRCUIT 3 REF NO: 73**
District Office: Education District Office Overberg

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Cape Town
: National Senior/Matric Certificate. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages.

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

ENQUIRIES : Ms I Senosi Tel No: (028) 214 7300 (Overberg EDO)

POST 06/288 : **ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 95**
District Office: Education District Office Cape Winelands

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Worcester
: National Senior/Matric Certificate. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Co-operate with the stakeholders. Computer literate. Hardworking. Meet deadlines.

DUTIES : Assist with the implementation and administration of the Workplace Skills Plan (WSP) to the District Office. Render clerical support with the coordination and facilitation of the training and professional development plan to the District Office. Render clerical support with the administration of Staff Performance Management Systems at District Office.

ENQUIRIES : Mr N Petersen Tel No: (023) 348 4600

POST 06/289 : **ADMINISTRATION CLERK: GG TRANSPORT REF NO: 55**
District Office: Metro North Education District Office

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Parow
: Senior /Matric certificate. Knowledge: Knowledge of recordkeeping. Knowledge of relevant Departmental Policies and Procedures. Knowledge of relevant financial procedures. Skills: Communication skills (2 official languages of the Western Cape). Computer literacy skills. Problem solving skills. Report writing skills. Recordkeeping abilities. Planning and organisation Interpersonal skills.

DUTIES : Render clerical support with regard to GG Transport. Administer, verify and update motor drivers licenses register (file) of all personnel. Collect and check all trip authorities and garaging documents. Check that logbooks and log sheets are kept up to date. Check that all logbooks are signed off at the end of the month, verified and submit to Head Office and GMT. Inspection of vehicles after trips. Check claims submitted by GMT, verify and submit to Head Office for payment. Check and verify transport log sheets, check for control purposes the KM usage with authorise trips. Organise services of vehicles, replacement of tires, batteries and cleaning of vehicles. Administer all fines on databases. Check that vehicles are roadworthy, licenced and stored safely. Collect and verify taxi trip authorities and file accordingly. Check and verify invoices for taxi transport from GMT before sending for payment. Administer, verify and monitor the use of rentals. Distribute transport circulars, minutes of transport related meetings and the recordkeeping thereof. Record, organise, store, capture and retrieve correspondence and data. Update registers, statistics and make photocopies. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Type letters and/or other correspondence when required.

ENQUIRIES : Ms W Horn Tel No: (021) 938 3133

POST 06/290 : **LEARNER TRANSPORT CLERK REF NO: 32**
District Office: Education District Office Cape Winelands

SALARY : R228 321 per annum (Level 05)
CENTRE : Worcester
REQUIREMENTS : Matric / Grade 12 Certificate Recommendation: Valid Drivers' License. Knowledge of recordkeeping. Knowledge of financial administration. Skills: Written and verbal communication in 2 official languages of the Western Cape. Organising and planning. Functional numeracy. Computer literacy. Recordkeeping. Interpersonal skills Report writing skills.

DUTIES : Execution of bi-annual vehicle testing and maintenance of database of all vehicles. Maintain and update the database of all approved vehicles on LTS routes indicating all relevant vehicle, license and roadworthy details. Request principals of schools with devolved routes to identify in writing the details of the approved vehicles prior to its inclusion on the database. Maintain and update the database regularly in line with changes in the approved vehicles, licenses and roadworthy renewal dates. Draw relevant reports on the testing, licensing and roadworthiness of vehicles. Arrange testing of all approved vehicles, due for the 6-monthly roadworthy test/s timeously. Prepare and submit to head office on a monthly basis a schedule of the approved vehicles to be tested during the following month. Arrange with the relevant traffic department officials and learner transport contractors or schools (in cases of devolved routes), the monthly testing of all approved vehicles as per the biannual testing schedule. Require learner transport contractors and principals (in cases of devolved routes) to obtain approval for the replacement of learner transport vehicles. Keep record of all roadworthy testing results / reports. Arrange for the re-testing of all approved vehicles that fail the initial roadworthy test/s. Inform schools and learner transport contractors of cases where failed vehicles may not be used on the road prior to the successful retesting of vehicles and request that relevant alternative arrangements are effected. Prepare and submit to head office a monthly report on the testing of vehicles. Maintain and update all records relating to Learner Transport. Report to Admin Officer LTS. Administer payment of monthly claims. Receive claims and supporting documents signed by the principal from the learner transport contractor. Calculate the amount to be paid, including penalties in cases of non-compliance, in accordance with the contract specifications. Submit the claim documents to the Administrative Officer LTS for verification. File all documentation in accordance with the District Office file plan. Report to the Admin Officer LTS. KRA 3 Assist the Administrative Officer with Learner Transport. The determination and verification of learner transport route distances. Assist when necessary, with the investigation of complaints. Maintain and update Learner Transport Complaints database. Assist when necessary, with the inspection of learner transport routes.

ENQUIRIES : Mr N Petersen Tel No: (023) 348 4600

POST 06/291 : **ACCOUNTING CLERK: LOSS CONTROL OFFICE (VARIOUS POSTS) REF NO: 92**
 Directorate: Financial Accounting

SALARY : R228 321 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : A Senior Certificate with Accounting or Mathematics as a passed subject. A Valid driving license and willingness to drive. Exposure in Accounting and/or Auditing and willingness to work overtime. Knowledge: Knowledge of the Public Finance Management Act (PFMA), National Treasury Regulations (NTR), Western Cape Provincial Treasury Instructions (WCPTI), and Modified Cash Standard MCS. Knowledge of supply chain management/financial management principles. Irregular Expenditure, Fruitless and Wasteful Expenditure Framework. BAS and PERSAL Skills: Proficiency in Ms Office Suite (Word, Excel, Power Point, Outlook) Ability to work under pressure and meet deadlines. Analytical and logical thinking. Team Player. Excellent report writing, planning, organisational, communication, and problem-solving skills.

DUTIES : Open and close loss control files on the Loss System. Open and close loss control files at Registry. Investigate and verify alleged cases of Theft, Accidents, Irregular Expenditure, Fruitless and Wasteful Expenditure and other losses. Make photocopies of supporting documentation. Liaise with various directorates as well as the Office of the State Attorney during investigations. Compile submissions for write-offs and condonations of expenditure in accordance with legislations. Compile and capture BAS journals. Request BAS reports and compile monthly aging analyses. Maintain accurate records. Compiling inputs for Annual Financial Statements (AFS) and Interim Financial Statements (IFS) for submission to the reporting team. Provide training to interns and review work performed by interns. Filing Loss Control documents. Perform ad-hoc duties as required by Management.

ENQUIRIES : Mr H Burger Tel No: (021) 467 2188

POST 06/292 : **ADMINISTRATION CLERK REF NO: 12**
 Directorate: Curriculum FET
 (1 Year Contract)

SALARY : R228 321 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : Senior Certificate. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills; Planning and organisation; Good verbal and written communication skills. Two of the three languages of the Western Cape.

DUTIES : Assist with office support duties within the MST component. Core duties to include, but are not limited to compiling of submissions, liaise with MST schools, record keeping, assist with procurement matters, processing of claims, assist with the Division of Revenue Act (DoRA) monthly and quarterly reports, populating financial excel spreadsheets, maintaining a good filing system and office organisation, handling incoming queries. Liaise with internal and external stakeholders in relation to partnerships. Provide financial administration support services in the component.

ENQUIRIES : Dr G Schreuder Tel No: (021) 467 2623

POST 06/293 : **HUMAN RESOURCE CLERK: (VARIOUS POSTS) REF NO: 22**
 Directorate: Services Benefits

SALARY : R228 321 per annum (Level 05)
CENTRE : cape town
REQUIREMENTS : Senior/Matric certificate. Knowledge: Skills: Interpersonal, Problem Solving and Organising skills. Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS Outlook and PowerPoint).

DUTIES : Execute functions pertaining to: Conditions of service for Education and Public Service staff, e.g. Leave administration. Rendering an exit management service. Render general administrative duties with regard to service benefits.

Capturing the appointment of personnel on PERSAL. Render salary administration pertaining to the appointment process. General administrative duties.

ENQUIRIES : Ms D Pillay Tel No: (021) 467 2477

POST 06/294 : **ADMINISTRATION CLERK: DISTRICT CIRCUIT: CIRCUIT 10 REF NO: 60**
District Office: Education District Office Metro North

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Parow
: Senior/Matric certificate. Knowledge: Extensive knowledge of applicable policies and procedures, Public Service procedures and Collective Agreement for QMS, EMS-PMDS, SPMDS. Knowledge of people management systems (PERMIS) and processes. Skills: Computer Literacy (Excel, Word, Email, Google, Powerpoint, Publisher). Planning and Organization Skills. Good verbal and written communication skills. Interpersonal skills. Problem solving. Time Management. Excellent teamwork.

DUTIES : Assist with the implementation and administration of the Workplace Skills Plan (WSP) at District level. Monitor expenditure of the Workplace Skills Plan in the District Office. Render clerical support with the co-ordination and facilitation of the training and professional development plan at District Level. Render clerical support with the administration of staff Performance. Management Systems at School Level and District level. Capture and process District Office staff Leave documentation.

ENQUIRIES : Ms W Horn Tel No: (021) 938 3133

POST 06/295 : **ADMINISTRATION CLERK: SCM REF NO: 45**
District Office: Metro Central District Office

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Maitland
: Senior/Matric Certificate or equivalent. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of SCM work procedures in terms of the working environment. Skills: Computer Skills. Planning and organisation. Language skills. Good verbal and written communication skills.

DUTIES : Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify inventories and asset register. Register suppliers on LOGIS (electronic purchasing system) or similar system. Request and receive quotations via relevant system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for consumables from end users. Issue consumables to end users. Maintain consumable register.

ENQUIRIES : Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)

POST 06/296 : **LEARNER TRANSPORT CLERK REF NO: 100**
District Office: Education District Office Eden & Central Karoo

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: George
: Matric / Grade 12 Certificate. Valid Drivers' License. Knowledge: Knowledge of recordkeeping. Knowledge of financial administration. Skills: Written and verbal communication in 2 official languages of the Western Cape. Organising and planning. Functional numeracy. Computer literacy. Recordkeeping. Interpersonal skills Report writing skills.

DUTIES : Execution of bi-annual vehicle testing and maintenance of database of all vehicles. Maintain and update the database of all approved vehicles on LTS routes indicating all relevant vehicle, license and roadworthy details. Request principals of schools with devolved routes to identify in writing the details of the approved vehicles prior to its inclusion on the database. Maintain and update the database regularly in line with changes in the approved vehicles, licenses

and roadworthy renewal dates. Draw relevant reports on the testing, licensing and roadworthiness of vehicles. Arrange testing of all approved vehicles, due for the 6-monthly roadworthy test/s timeously. Prepare and submit to head office on a monthly basis a schedule of the approved vehicles to be tested during the following month. Arrange with the relevant traffic department officials and learner transport contractors or schools (in cases of devolved routes), the monthly testing of all approved vehicles as per the bi-annual testing schedule. Require learner transport contractors and principals (in cases of devolved routes) to obtain approval for the replacement of learner transport vehicles. Keep record of all roadworthy testing results / reports. Arrange for the re-testing of all approved vehicles that fail the initial roadworthy test/s. Inform schools and learner transport contractors of cases where failed vehicles may not be used on the road prior to the successful re-testing of vehicles and request that relevant alternative arrangements are effected. Prepare and submit to head office a monthly report on the testing of vehicles. Maintain and update all records relating to Learner Transport. Report to Admin Officer LTS. Administer payment of monthly claims. Receive claims and supporting documents signed by the principal from the learner transport contractor. Calculate the amount to be paid, including penalties in cases of non-compliance, in accordance with the contract specifications. Submit the claim documents to the Administrative Officer LTS for verification. File all documentation in accordance with the District Office file plan. Report to the Admin Officer LTS. KRA 3 Assist the Administrative Officer with Learner Transport. The determination and verification of learner transport route distances. Assist when necessary, with the investigation of complaints. Maintain and update Learner Transport Complaints database. Assist when necessary, with the inspection of learner transport routes.

ENQUIRIES : Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)

POST 06/297 : **SCM CLERK REF NO: 28**
District Office: Education District Office Cape Winelands

SALARY : R228 321 per annum (Level 05)
CENTRE : Worcester
REQUIREMENTS : Senior/Matric Certificate or equivalent. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of SCM work procedures in terms of the working environment. Computer Skills. Planning and organisation. Language skills. Good verbal and written communication skills.

DUTIES : Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify inventories and asset register. Register suppliers on LOGIS (electronic purchasing system) or similar system. Request and receive quotations via relevant system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for consumables from end users. Issue consumables to end users. Maintain consumable register.

ENQUIRIES : Mr N Petersen Tel No: (023) 348 4600

POST 06/298 : **REGISTRY CLERK REF NO: 66**
District Office: Education District Office Metro South

SALARY : R228 321 per annum (Level 05)
CENTRE : Mitchells Plain
REQUIREMENTS : Senior/Matric certificate. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of the National Archives and Record Management Act and related instructions. Knowledge of and ability to handle labour saving devices. Computer Literacy. Good verbal and written communication skills (2 Official Languages). Planning and organisation. Interpersonal relations / teamwork. Filing and reference skills.

DUTIES : Provide registry counter services. Handle incoming and outgoing correspondence. Opening and close files according to record classification system. Print / filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Process documents for archiving and / disposal. Receive and sending of faxes.

ENQUIRIES : Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

POST 06/299 : **ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 59**
District Office: Education District Office Metro North

SALARY : R228 321 per annum
CENTRE : Parow
REQUIREMENTS : National Senior/Matric Certificate plus 6 months clerical experience. Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Co-operate with the stakeholders. Computer literate. Hardworking. Meet deadlines.

DUTIES : Assist with the implementation and administration of the Workplace Skills Plan (WSP) to the District Office. Render clerical support with the coordination and facilitation of the training and professional development plan to the District Office. Render clerical support with the administration of Staff Performance Management Systems at District Office.

ENQUIRIES : Ms W Horn Tel No: (021) 938 3133

POST 06/300 : **SCM CLERK REF NO: 102 (X2 POSTS)**
District Office: Education District Office West Coast

SALARY : R228 321 per annum (Level 05)
CENTRE : Paarl
REQUIREMENTS : Senior/Matric Certificate or equivalent. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of SCM work procedures in terms of the working environment. Skills: Computer Skills. Planning and organisation. Language skills. Good verbal and written communication skills.

DUTIES : Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify inventories and asset register. Register suppliers on LOGIS (electronic purchasing system) or similar system. Request and receive quotations via relevant system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for consumables from end users. Issue consumables to end users. Maintain consumable register.

ENQUIRIES : Ms A Truter Tel No: (021) -860 1209 (West Coast EDO)

POST 06/301 : **ACCOUNTING CLERK, REF NO: 101**
District Office: Education District Office Metro South

SALARY : R228 321 per annum (Level 05)
CENTRE : Mitchells Plain
REQUIREMENTS : A grade 12 certificate or equivalent qualification. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Basic knowledge of financial operating systems (PERSAL, BAS, LOGIS etc.). Computer skills. Planning and organisation. Language. 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 payment advice. Check payment advice for correctness, verification and approval. Process payment advice (e.g. capture payments). Filing of all documents. Collection of petty cash. Perform Pay slip Administration. Receive and distribute pays lips and

IRP5's. Obtain signatures. File all documents. Perform Bookkeeping support service. Capture all financial transactions (including registration of suppliers). Record debtors and creditors. Process electronic banking transactions. Compile journals.

ENQUIRIES : Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

POST 06/302 : **ADMINISTRATION CLERK: SCM OPERATIONS REF NO: 99**
Directorate: Supply Chain Management

SALARY : R228 321 per annum (Level 05)
CENTRE : Cape Town

REQUIREMENTS : Matric plus at least 2 years administrative experience in a purchasing/selling environment. Knowledge: Proficient in figures with Mathematics or Accountancy on matric level; Computer literacy (at least MS Word and Excel); Knowledge of Supply Chain Management practices, processes and procedures, Knowledge of sourcing strategies and electronic procurement systems. Skills: Good verbal and written communication skills in at least two of the official languages of the Western Cape; Report writing, problem solving and record keeping capabilities.

DUTIES : Capture requisitions received on an electronic database and maintain various registers; Invite quotations for goods and services via the various procurement methods (written quotations, contracts, ePS, etc); Assist and scheduling of quotations received for consideration by the relevant SCM Committees or delegated officials; Clarify prices and quantities with bidders. Draft letters of acceptance; Request extension of validity periods of quotations; Verify supplier's status on the Central Supplier Database (CSD) and Western Cape Supplier Evidence Bank (WCSEB); The compilation of procurement packages through downloading of supporting documents from the Central Supplier Database (CSD) and the Western Cape Supplier Evidence Bank (WCSEB); Liaise with travel agencies in respect of requirements for air travel, accommodation, shuttle services, car rental and conferencing/events/training; Confirm travel arrangements and liaise with the clients in this regard. Perform secretarial duties for the Quotation Committee (as and when required)

ENQUIRIES : Ms R De Bruyn Tel No: (021) 467 2821

POST 06/303 : **ADMINISTRATION CLERK: GG TRANSPORT REF NO: 43**
District Office: Education District Office Metro Central

SALARY : R228 321 per annum (Level 05)
CENTRE : Maitland

REQUIREMENTS : Senior / Matric Certificate. Knowledge of recordkeeping. Knowledge of relevant Departmental Policies and Procedures. Knowledge of relevant financial procedures. Communication skills (2 official languages of the Western Cape). Computer literacy skills. Problem solving skills. Report writing skills. Recordkeeping abilities. Planning and organisation Interpersonal skills.

DUTIES : Render clerical support with regard to GG Transport. Administer, verify and update motor drivers' licenses register (file) of all personnel. Collect and check all trip authorities and garaging documents. Check that logbooks and log sheets are kept up to date. Check that all logbooks are signed off at the end of the month, verified and submitted to Head Office and GMT. Inspection of vehicles after trips. Check claims submitted by GMT, verify and submit them to Head Office for payment. Check and verify transport log sheets, check for control purposes the KM usage with authorise trips. Organise services of vehicles, replacement of tires, batteries and cleaning of vehicles. Administer all fines on databases. Check that vehicles are roadworthy, licenced and stored safely. Collect and verify taxi trip authorities and file accordingly. Check and verify invoices for taxi transport from GMT before sending for payment. Administer, verify and monitor the use of rentals. Distribute transport circulars, minutes of transport related meetings and the recordkeeping thereof. Record, organise, store, capture and retrieve correspondence and data. Update registers, statistics and make photocopies. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Type letters and/or other correspondence when required.

ENQUIRIES : Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)

POST 06/304 : **ADMINISTRATION CLERK: GG TRANSPORT REF NO: 33**
District Office: Education District Office Eden & Central Karoo

SALARY : R228 321 per annum (Level 05)
CENTRE : George
REQUIREMENTS : Senior / Matric Certificate. Knowledge of recordkeeping. Knowledge of relevant Departmental Policies and Procedures. Knowledge of relevant financial procedures. Communication skills (2 official languages of the Western Cape). Computer literacy skills. Problem solving skills. Report writing skills. Recordkeeping abilities. Planning and organisation Interpersonal skills

DUTIES : Render clerical support with regard to GG Transport. Administer, verify and update motor drivers' licenses register (file) of all personnel. Collect and check all trip authorities and garaging documents. Check that logbooks and log sheets are kept up to date. Check that all logbooks are signed off at the end of the month, verified and submitted to Head Office and GMT. Inspection of vehicles after trips. Check claims submitted by GMT, verify and submit to Head Office for payment. Check and verify transport log sheets, check for control purposes the KM usage with authorise trips. Organise services of vehicles, replacement of tires, batteries and cleaning of vehicles. Administer all fines on databases. Check that vehicles are roadworthy, licenced and stored safely. Collect and verify taxi trip authorities and file accordingly. Check and verify invoices for taxi transport from GMT before sending for payment. Administer, verify and monitor the use of rentals. Distribute transport circulars, minutes of transport related meetings and the recordkeeping thereof. Record, organise, store, capture and retrieve correspondence and data. Update registers, statistics and make photocopies. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Type letters and/or other correspondence when required.

ENQUIRIES : Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)

POST 06/305 : **ADMIN CLERK SCM REF NO: 75**
District Office: Education District Office Overberg

SALARY : R228 321 per annum (Level 05)
CENTRE : Caledon
REQUIREMENTS : Senior/Matric Certificate or equivalent. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of SCM work procedures in terms of the working environment. Skills: Computer Skills. Planning and organisation. Language skills. Good verbal and written communication skills.

DUTIES : Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify inventories and asset register. Register suppliers on LOGIS (electronic purchasing system) or similar system. Request and receive quotations via relevant system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for consumables from end users. Issue consumables to end users. Maintain consumable register.

ENQUIRIES : Ms I Senosi Tel No: (028) 214 7300 (Overberg EDO)

POST 06/306 : **ADMINISTRATION CLERK: DISTRICT CIRCUIT: CIRCUIT 9 REF NO: 49**
District Office: Education District Office Metro East

SALARY : R228 321 per annum (Level 05)
CENTRE : Kuilsrivier
REQUIREMENTS : Senior /Matric certificate. Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer skills, planning and organisation, good verbal and written communication skills. Languages.

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

ENQUIRIES : Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO)

POST 06/307 : **ADMINISTRATION CLERK: LEARNING TEACHING SUPPORT MATERIAL (LTSM) REF NO: 4**
Directorate: Institutional Resource Support (In Lib Serv)

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Cape Town
: Senior Certificate / Matric. Previous experience in a similar work environment will be an added advantage. Computer literacy in MS Word and Excel. Good verbal and written communication skills in two of the official languages. Knowledge of supply chain management processes, eProcurement Solution (ePS) and LOGIS. Good numeracy skills. Proficiency in two of the three official languages of the Western Cape Province. Sound computer skills. Typing. Organising and planning. Good written and verbal communication. Good interpersonal skills. Liaison skills. Ability to work under pressure. Problem solving.

DUTIES : Administrative support in line with LTSM provisioning. Processing requisitions for LTSM. Procurement, ordering and payment of goods. Updating of information on database. Follow-up on outstanding deliveries with service providers. Telephonic enquiries. General administrative duties.

ENQUIRIES : Ms A Henriques Tel No: (021) 467 2767

POST 06/308 : **ACCOUNTING CLERK REF NO: 78**
District Office: Education District Office Overberg

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Caledon
: A grade 12 certificate or equivalent qualification. Job Summary: To render financial support services within the Education District. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Basic knowledge of financial operating systems (PERSAL, BAS, LOGIS etc.) Skills: Computer skills. Planning and organisation. Language. 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 payment advices. Check payment advices for correctness, verification and approval. Process payment advices (e.g. capture payments). Filing of all documents. Collection of petty cash. Perform Payslip Administration. Receive and distribute payslips and IRP5s. Obtain signatures. File all documents. Perform Bookkeeping support service. Capture all financial transactions (including registration of suppliers). Record debtors and creditors. Process electronic banking transactions. Compile journals.

ENQUIRIES : Ms I Senosi Tel No: (028) 214 7300

POST 06/309 : **SCHOOL SAFETY SUPPORT WORKER REF NO: 64 (X2 POSTS)**
District Office: Education District Office Metro South

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Mitchells Plain
: Matric Certificate. A valid drivers license. 6 months relevant experience. Preference will be given to applicants with experience in community work. Extensive Knowledge Occupational Health and Safety Act 85 of 1993. Knowledge of Health and safety procedures and prescripts. Handbook on Reasonable Accommodation for People with Disabilities in the Public Service, 2008. Computer skills. Planning and organizational skills. Good verbal and written communication skills. Facilitation and presentation skills. Problem solving. Sound budgeting. Facilitation and presentation. Report writing and analytical skills. Computer literacy. Human relations. Communication skills.

DUTIES

: Provide assistance and support to the Public Ordinary and Special Schools Safety Committee by improving and maintaining School Safety with: Emergency preparedness planning. Security audits and assessments. Putting in place requisite security and safety mechanisms (Access Control Evacuation Drills etc.) to address risks. Special safety programmes or presentations. Assist in preventing incidents. Assist in the alleviation of substance abuse and establishment of support or preventative programmes. Facilitate various attitudinal and behavioural programmes to enhance safety. Participating as a resource person for different stakeholders to address safety. Assist in developing and conducting sustainable advocacy campaigns to gain support from parents and the broader community to effectively change the culture of truancy. Assist schools in understanding the Learner Attendance Policy. Assist the schools in investigating the allegations of truancy through home visits. Assist in facilitating the assessment of truant learners and placement for interventions with support of educators, parents and curriculum team. Assist support structures in liaising with schools and communities with creative and sustainable structures to deal with the truant and at-risk learners. Attend meetings and liaise with law enforcement agencies, SAPS, DOCS and DOJ. Assist in participating as a resource person in classroom discussions, assemblies and parent groups. Establish youth clubs to address the major challenges facing the schools and communities, viz, gangsterism, abuse, crime, bullying, racism, teenage sexuality, vandalism and burglaries. Identifying learners at risk in consultation with the school. Establish criteria for intervention programmes. Conducting CCAC and Peer Mediation Workshops. Reporting of school crime and violence to DSSCO and Safe Schools Call Centre. Record, organise, store, capture and retrieve correspondence and data. Update register, organise, stores. Handle routine enquiries. Make photocopies and receive or send facsimiles and e-mails. Distribute documents/packages to various stakeholders as required. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing register. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations from school and complete procurement forms for the bidding services. Assist with verification of responses/information received from schools, and other internal and external stakeholders. Obtain inputs, collate and assist with the compilation of reports pertaining to the schools serviced. Assist with monitoring and evaluating services rendered to schools pertaining predetermined objectives. Assist with the planning of workshops, large meetings, conferences as and when they occur.

ENQUIRIES

: Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

POST 06/310

: **RECEPTIONIST REF NO: 70**
District Office: Education District Office Metro South

**SALARY
CENTRE
REQUIREMENTS**

: R193 359 per annum (Level 04)
: Mitchells Plain
: Senior/Matric certificate. 6 months relevant experience. Knowledge: Knowledge of Departmental policies and procedures. Knowledge of receptionist duties. Communications protocol. Knowledge of Record Management (Registry & postmaster system). General knowledge of Education District Structure (Operations). Client Care Etiquette. Skills: Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, PowerPoint) e-mail system, Internet. Organising skills (Queue-Management skills). Filing skills. Operating of Switchboard. Conflict Management Skills. Interpersonal skills. Listening skills. Good written and verbal communications skills in 2 official languages of the Western Cape.

DUTIES

: Receive clients visiting district office. Refer clients to relevant official / venues. Take messages and delivered to employee. Receive mail and documentation delivered to the Education District Office. Register hand delivered mail / files. Access Control. Print and distribute attendance register of officials. File documentation. Recording of all incoming and outgoing faxes. Sending outgoing faxes immediately. Handover of faxes to responsible employee. Register of all incoming and outgoing faxes in fax register. Answer and transfer of telephone calls. Take messages if employees is not available. See that employee receive all messages.

ENQUIRIES

: Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

- POST 06/311** : **PRINCIPAL MESSENGER REF NO: 17**
 Directorate: Knowledge And Information Management
- SALARY** : R193 359 per annum (Level 4)
CENTRE : Cape Town
REQUIREMENTS : Minimum of Senior Certificate (or equivalent); Drivers license. Supervisory and appropriate experience in a registry environment would be an advantage. Appropriate knowledge and experience of messenger services and registry functions. Good written, verbal communication and reading skills in at least two of the three official languages of the Western Cape; Good client and listening skills.
- DUTIES** : Collecting, delivering and posting letters, documents, parcels, records and other (walking and driving). Picking up documents from various pick-ups stations. Assist with the execution of functions of the records division. Records documentation received and delivered in register. Supervise staff by monitoring work performance, progress and productivity, organizing work team, training and develop/mentor staff performance management, setting goals, observing and giving feedback, addressing performance issues and ensuring conformance to personnel policies and other regulations. Transport parcels to and in emergency cases when no alternative transport is available. Minor maintenance to vehicle (e.g. changing a flat tyre, washing vehicle, etc)
- ENQUIRIES** : Ms Z Esterhuizen Tel No: (021) 467 2766
- POST 06/312** : **MESSENGER REF NO: 21**
 Directorate: Service Benefits
- SALARY** : R138 486 per annum (Level 02)
CENTRE : Cape Town
REQUIREMENTS : Requirements: Senior Certificate (or equivalent. A driver's license; appropriate experience in a registry environment and computer literacy (Microsoft Word, Excel, Email etc.) would be an advantage. Knowledge: Appropriate knowledge and experience of messenger services as well as registry functions. Skills: Good written and verbal communication skills in at least two of the three official languages of the Western Cape; must be a team player and self-motivated.
- DUTIES** : Collection, picking up, delivering and posting of letters, documents, parcels, Photostats, reprographics, faxes, files, records and other documents. Walking and driving from various pick-up stations; preparing of file covers and letters for franking; assist with execution of functions of the records division as requested; record documentation received and delivered in appropriate registers and electronic systems; assist in rendering transport services and do minor emergency maintenance of vehicle (e.g. changing of flat tyre, maintain vehicle, etc.)
- ENQUIRIES** : Ms D Pillay Tel No: (021) 467 2477
- POST 06/313** : **GENERAL WORKER/GROUNDSMAN REF NO: 68**
 District Office: Education District Office Metro South
- SALARY** : R138 486 per annum (Level 02)
CENTRE : Mitchells Plain
REQUIREMENTS : Basic reading, writing and calculating skills. Good interpersonal and communication skills in two of the three official languages of the Western Cape Prepared to work overtime during the week and occasional weekends. Ability to work effectively in a team. Recommendations: Proven experience in cleaning services of large facilities Job Summary: To render general work. Knowledge: Rendering of an efficient and effective Cleaning service daily. Professionalism. Dependable and takes pride in his/her duties. Ability to work independently. Provide laundry service in the Hostels. Provide general support services. Provide services for minor maintenance. Promote safety and security standards. Experience in rendering gardening services. Experience in rendering cleaning services of facilities Experience in operating cleaning and/or gardening tools and machinery. Experience in minor maintenance and repairs. Physical strength to move furniture and other goods. Skills: Basic communication skills. Basic literacy skills. Ability to work in garden and handle equipment. Ability to work in office with cleaning utensils.
- DUTIES** : Provide general support services such as: General gardening services. General cleaning services. Minor maintenance and repairs. Promoting safety and security standards.

ENQUIRIES : Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

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.

NOTE : All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

MANAGEMENT ECHELON

POST 06/314 : **DEPUTY DIRECTOR-GENERAL: CORPORATE SUPPORT SERVICES**

SALARY : R1 813 182 per annum, (A portion of the package can be structured according to individual needs).

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate tertiary qualification (NQF level 8) as recognized by SAQA with at least 8 years of experience at a senior managerial level. Being a CA(SA) will be advantageous. Pre-entry Certificate for the Senior Management Services is not a requirement to apply but will be required for appointment (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated herewith are the responsibility of the applicant). Inherent requirements of the job: Valid driver's licence and willingness to travel. Willingness to work after hours. Competencies (knowledge/skills): Ability to function in a team. Computer literacy (MS Office). Knowledge and understanding of relevant laws and regulations related to Corporate Support Services. Skilled in analytical and strategic thinking, negotiating and conflict handling, budgeting and accounting, problem solving and communications. Strong programme and project management and leadership capabilities.

DUTIES : Performs the role of departmental CFO as well as leading and ensuring integration of corporate strategy and service delivery with broader departmental strategy and objectives to proactively enable optimal health service delivery. Provides strategic leadership, oversight and accountability in respect of the rendering of efficient and cost-effective corporate support services in support of departmental service delivery, which includes Finance, Supply Chain Management, Infrastructure and Facility Management, Health technology, and People management and development. As custodian of Corporate Support Services strategy and as member of the Senior Governance Executive of the Department, actively influences the departmental strategic agenda, processes and decisions with special emphases on whole department and integrated citizen-centered service delivery. Overall responsible for corporate governance of the Branch, including all aspects of People Management and Development, Financial Management and Supply Chain Management and Infrastructure and Facility Management. Ensure effective and efficient engagement with internal and external stakeholders.

ENQUIRIES : Dr K Cloete Tel No: (021) 483-3647

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

CLOSING DATE : 13 March 2026, 17:00 PM

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

OTHER POSTS

POST 06/315 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1: NEUROLOGY**

SALARY : R2 084 754 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Grootte Schuur Hospital, Observatory

<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification, which allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Neurology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Neurology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Neurology. Inherent requirements of the job: It will be expected of the successful Head: Clinical Unit to work commuted overtime, limited to 12 hours. Participate in the after-hours call system. Competencies (knowledge/skills): Inspirational, innovative, agile and adaptable leadership and management skills, including the ability to unify and motivate teams at all levels. Comprehensive knowledge of, and competency in, the principles and practice of clinical specialist neurological medicine. Comprehensive knowledge of, and competency in, the principles and practice of clinical neurophysiology including electroencephalography, electromyography and nerve conduction studies. A sound understanding of the principles of good governance, as well as relevant statutory frameworks, including Healthcare 2030, Current Best Practice Criteria, National Core Standards, Current Standard Treatment Guidelines, and the HPCSA Ethical Guidelines and Rules of Conduct. Excellent management and administrative skills. Excellent crisis management and conflict resolution skills. Exceptional interpersonal skills at all levels. Proficiency in financial management and accountability, as well as the ability to interact effectively with University and Department of Health-related administration.
<u>DUTIES</u>	: Provide effective, strategic and pragmatic leadership, and ensure cohesion and common purpose of the neurology team at all levels. Ensure an efficient and cost-effective neurology service to patients consistent with tertiary teaching hospital standards. Ensure rational use of resources (including laboratory investigations, medications, consumables and equipment). Deliver effective and efficient administration of the Division of Neurology. Oversee and partake in the training of staff including registrars, medical officers, and medical students. Conduct neuroscience research and oversee the research enterprise of the Division of Neurology. Conducting Research. Teaching at undergraduate and postgraduate levels.
<u>ENQUIRIES</u>	: Prof M Setshedi Tel No: (021) 406-6200
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 06 March 2026, 17:00 PM
<u>POST 06/316</u>	: <u>MEDICAL SUB-SPECIALIST GRADE 1 TO 3 (MEDICINE: HEPATOLOGY)</u>
<u>SALARY</u>	: Grade 1: R1 553 670 per annum Grade 2: R1 773 222 per annum Grade 3: R1 936 806 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Hepatology. Registration with a professional council: Registration with the HPCSA as Medical Sub-Specialist in Hepatology. Experience: Grade 1: None after registration with the HPCSA as a Medical Sub-Specialist in Hepatology. Grade 2: A minimum of 5 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 Sub-Specialist in Hepatology. 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 Sub-Specialist in Hepatology. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Clinical Skills required of a Hepatologist and Liver Transplant physician (e.g. Assessment, diagnosis and treatment of

- inpatients and outpatients with Acute and chronic liver diseases, different manifestations of porphyria and liver transplantation). Communication including report generation, letter writing, consultation in inpatient and outpatient settings. Clinical Research skills.
- DUTIES** : Clinical Service provision at Inpatient (General Hepatology, porphyria and Liver transplantation) and Outpatients (General hepatology, porphyria and liver transplant clinics). Teaching and Training/Supervision of Junior Staff: Clinical and Research.
- ENQUIRIES APPLICATIONS** : Prof M Setshedi Tel No: (021) 406-6200
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attached an updated CV.
- CLOSING DATE** : 06 March 2026, 17:00 PM
- POST 06/317** : **CLINICAL MANAGER (MEDICAL) GRADE 1**
- SALARY** : Grade 1: R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Langeberg Sub-district (Based at Robertson Hospital)
: Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPSCA as a Medical Practitioner (Independent Practice). Experience: **Grade 1:** A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: A valid driver's license. Willingness to do commuted overtime. Willing to work weekends and public holidays and to travel to various sites. Competencies (knowledge/skills): Appropriate in-depth clinical experience. Appropriate clinical governance knowledge and skills. Good communication skills (written and verbal) Ability to function/make decisions independently and as part of a multi-disciplinary team. Good interpersonal relationships, exceptional leadership and conflict resolution skills. Knowledge of financial and human resource management, change management and other relevant general management skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Good computer skills.
- DUTIES** : Strategic leadership and governance of clinical and corporate services that contribute to quality and patient centred care within the Langeberg Sub-district and the wider ecosystem. Clinical service delivery within the acute and primary health care facilities within the Langeberg Sub-district. Supervision, management, training, mentoring and support of clinical staff within the Langeberg Sub-district. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Ensure a cost-efficient and cost-effective service at clinical level with regards to the use of staffing resources, workplace systems, laboratory services, blood, medicine, consumables and equipment.
- ENQUIRIES APPLICATIONS** : Dr NPB Beyers Tel No: (023) 626-8573 (Langeberg Sub-district)
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. Candidates will be subjected to a competency-based assessment. "The pool of applications will be considered for vacancies within Langeberg Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
- CLOSING DATE** : 06 March 2026, 17:00 PM

- POST 06/318** : **SENIOR REGISTRAR (MEDICAL) (PAEDIATRIC PULMONOLOGY)**
(2-Year Contract)
- SALARY** : R1 341 855 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatrics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: To render a comprehensive clinical service in Paediatric Pulmonology covering day-time work and after-hours. To provide Paediatric Pulmonology inpatient and/ or outpatient care, as well as performing clinical teaching, administrative duties, management and research. Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hours call cover. Competencies (knowledge/skills): Excellent communication skills. Ability to function independently at a level of a Medical Specialist in Paediatrics. FCPaed. MMed (Paed).
- DUTIES** : To render a comprehensive clinical service in Paediatric Pulmonology covering day-time work and after-hours. To provide Paediatric Pulmonology inpatient and/ or outpatient care, as well as performing clinical teaching, administrative duties, management and research.
- ENQUIRIES** : Prof P Goussard Tel No: (021) 938-9220
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Appointment as Senior Registrar will be for a maximum contract period of 2 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. Senior 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 Senior 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 Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University 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 on health professionals who apply for the first time for registration as Medical Specialist in Paediatrics with the relevant council (including individuals who must apply for change in registration status)".
- CLOSING DATE** : 06 March 2026, 17:00 PM
- POST 06/319** : **MEDICAL SPECIALIST GRADE 1 TO 3: PSYCHIATRY (CHILD AND ADOLESCENT PSYCHIATRY)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 3: R1 773 222 per annum
(A portion of the package can be structured according to the individual's personal needs.)

<u>CENTRE REQUIREMENTS</u>	: Lentegour Hospital : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Psychiatry. 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 Psychiatry. 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 Psychiatry. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to participate in after-hours duties when required. Willingness to provide outreach with-in the Hospital catchment area and Ecosystem framework. Competencies (knowledge/skills): Competencies in the clinical assessment and management of child and adolescent mental disorders. Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff. Appropriate clinical experience in delivering clinical services to children and adolescents.
<u>DUTIES</u>	: Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment area and Ecosystem Framework. Management of relevant clinical governance and administrative requirements. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research.
<u>ENQUIRIES APPLICATIONS</u>	: Ms M Jacobs Tel No: (021) 370-1314 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). -The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	: 06 March 2026, 17:00 PM
<u>POST 06/320</u>	: <u>MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)</u> Chief Directorate: Emergency Clinical and Services Support
<u>SALARY</u>	: Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	: Department of Psychiatry, Based at Tygerberg Hospital, Parow Valley : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Psychiatry. Grade 2: A Minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognized Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Psychiatry. Grade 3: A Minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognized Health Professional

Council in respect of foreign qualified employees) as a Medical Specialist in Psychiatry. Inherent requirements of the job: Valid Driver's licence. Willingness to travel. Willingness to participate in the after-hours duty roster. Competencies (knowledge/skills): Specialist knowledge in the assessment and management of general adult psychiatry conditions including emergency psychiatry and eating disorders. Knowledge of eating disorders and obesity (bariatric) psychiatry. Advanced clinical knowledge and skills in adult psychiatry. Administration of electroconvulsive therapy. Clinical governance and service planning. Teaching and supervision of health professionals at multiple levels. Evidence-based practice and research methodology. Strong communication and interpersonal skills. Ability to lead, supervise, and work in multi-disciplinary teams. Professional resilience and adaptability. Commitment to Batho Pele principles and WCG values: Caring, Competence Accountability, Integrity, Innovation, Responsiveness. Demonstrated expertise in the management of eating disorders and bariatric psychiatry.

- DUTIES** : Provide high-quality specialist psychiatric clinical services to adult patients across inpatient, outpatient, liaison, eating disorder, and bariatric psychiatry services. Support safe, efficient, and ethical service delivery by participating in clinical governance activities, service planning, and quality-improvement initiatives within the department. Deliver structured teaching and supervision to undergraduate students, registrars, medical officers, and other health professionals to support training and clinical competence. Participate in academic activities and contribute to research relevant to psychiatry, including supervision, publication, and continuing professional development.
- ENQUIRIES** : Dr Almero Oosthuizen Tel No: (021) 402 6552, or email Almero.Oosthuizen@westerncape.gov.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 06 March 2026, 17:00 PM
- POST 06/321** : **DEPUTY DIRECTOR: HIV PREVENTION (HEALTH) (LATE LIFE COURSE)**
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : R1 059 105 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Service Priorities Co-ordination
- REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year Degree (or equivalent) in a Health-Related field, registrable with a South African Health Professions Council (HPCSA) or South Africa Nursing Council (SANC). Experience: Extensive experience in the management and coordination of public health programmes. Extensive experience in policy development/translation/implementation across the life course. Extensive supervisory experience. Inherent requirements of the job: Valid Driver's licence. Willingness and ability to travel to the districts and national office. Competencies (knowledge/skills): Advanced computer literacy skills. Ability to work under pressure and to meet deadlines. Ability to produce and evaluate detailed policy documentation and to produce reports of a high standard. The ability to perform a detailed and critical analysis of the performance of the healthcare service and propose constructive interventions. Project management and research skills. Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/ interventions and services. Good written & communication skills.
- DUTIES** : (Oversee the Late Life Course Sub-Directorate. Manage and coordinate the development and adaptation of policies, guidelines, protocols, and tools to guide the prioritisation and implementation of public health program interventions across the life course. Liaise with NDOH on key service priorities and policy imperatives. Support the development of implementation plans in collaboration with services. Develop monitoring and evaluation tools and

mechanisms, including assessments and information systems for health programmes. Produce reports and develop presentations for presentation at various governance platforms. Manage human and financial resources allocated to specific health programmes. Ensure effective inter and intra-sectoral collaboration to enhance programme outcomes. Participate as key member of the Service Priority Coordination Team and or project team in driving health systems responses as required.

- ENQUIRIES** : Dr H Goeiman Tel No: (021) 815-8741
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine the candidate's suitability based on the post's technical and generic requirements, and the other will be an integrity (ethical conduct) assessment. Candidates may undergo a Competency Based Assessment. The pool of applicants may be considered for other vacant Deputy Director: Health (Late Life Course) posts within the Chief Director Emergency & Clinical Support Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 06 March 2026, 17:00 PM
- POST 06/322** : **MEDICAL OFFICER GRADE 1 TO 3 (EMERGENCY MEDICINE) (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
(A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Mitchells Plain District Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid (Code B/EB) driver's license. Completion of Basic Life Support (BLS) and Advanced Cardiovascular Life Support (ACLS). Participation in commuted overtime is compulsory. Willingness to participate in audits, research and quality improvement projects. Competencies (knowledge/skills): Ability to communicate effectively. Able to work in an integrated multi-disciplinary team under pressure in a high-volume high stress environment. Basic computer literacy, administrative and IT skills. Completion of community service, and appropriate and sufficient experience in the evidence-based emergency management of acutely unwell patients.
- DUTIES** : Clinical management of all emergency medicine presentations to the emergency centre, including neonates, children, and adults. Managing critically ill patients, including resuscitation. Supervision and teaching of students, interns and all levels of healthcare providers in the EC. Effective management of physical, financial and human resource allocation. Efficient administration/documentation regarding clinical matters. Participate in research and innovation w r t systems/publications/conference etc.

- ENQUIRIES APPLICATIONS** : Dr K Evans Tel No: (021) 377-4496
 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in 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). The pool of application will be considered for vacancies within the Department of Health and Wellness, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 06 March 2026, 17:00 PM
- POST 06/323** : **MEDICAL OFFICER GRADE 1 TO 3**
 West Coast District
- SALARY** : Grade 1: R1 001 349 per annum
 Grade 2: R1 142 553 per annum
 Grade 3: R1 322 352 per annum
 (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Piketberg CDC, Bergriver Sub-district
 : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to relieve at Primary Health Care Clinics within the Sub-district Valid (Code B/EB) driver's licence. Willingness to rotate Willingness to partake in the Commuted Overtime system at Radie Kotze and Lapa Munnik Hospital. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant legislation, policies and protocols of the Department of Health, Western Cape.
- DUTIES** : Clinical Service provision. Forensic service provision. Service management. Training and Development. Research and support.
- ENQUIRIES APPLICATIONS** : Dr C Prins Tel No: (022) 931-2140
 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are

submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Matzikama Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

- CLOSING DATE** : 06 March 2026, 17:00 PM
- POST 06/324** : **MEDICAL OFFICER GRADE 1 TO 3**
Garden Route District
- SALARY** : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Bridgeton CDC, Oudtshoorn Sub-district
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel throughout the districts A commuted overtime contract is compulsory, as well as the ability to work after-hours. Willingness to do outreaches within the Oudtshoorn & Kannaland Sub-districts. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across all platforms. Computer literacy in Ms Office is mandatory. Surgical and anaesthetic skills applicable in rural setting e.g. Caesarean sections, sterilisations, spinal and other regional blocks.
- DUTIES** : Quality clinical, non-clinical and medico-legal patient care as required by the various programs of the Department of Health and Wellness. Supervise-, Support-, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administrative service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-effective service at the clinical level with regards to laboratory services, blood, medicine, consumables and equipment.
- ENQUIRIES APPLICATIONS** : Dr E Heydenrych Tel No: (044) 203-7204
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must

apply for change in registration status). The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

- CLOSING DATE** : 06 March 2026, 17:00 PM
- POST 06/325** : **MEDICAL OFFICER GRADE 1 TO 3 (OTORHINOLARYNGOLOGY/EAR, NOSE AND THROAT)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
A portion of the package can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : New Somerset Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Officer. Registration with a professional council: Registration with the HPCSA as a Medical Officer. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of 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): Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership, interpersonal and organisational skills. Ability to successfully participate in an extremely busy ENT service on a district level.
- DUTIES** : Provision of clinical service delivery at regional hospital and across the ecosystem of New Somerset Hospital. Prescribe and manage treatment plans, including medical and therapies for ENT patients. Trauma and emergency referrals to ENT at New Somerset Hospital. Participation in appropriate outreach programmes. Maintain patient records. Refer patients appropriately to tertiary services. Perform procedural skills in ENT. Management of resources in ENT department. - Appropriate learning and CPD activities to stay compliant with HPCSA. Perform outreach in the New Somerset Hospital ecosystem.
- ENQUIRIES APPLICATIONS** : Prof Bougard Tel No: (021) 402-6408
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 06 March 2026, 17:00 PM

- POST 06/326** : **REGISTRAR (OBSTETRICS AND GYNECOLOGY) (X2 POSTS)**
(5 Year Contract)
- SALARY** : R1 001 349 per annum, A portion of the package can be structured according to the individual's personal needs
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical 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** : Participation in the academic activities of with Department. In and after hour care to women accessing obstetric and gynaecological health services on our service platform.
- ENQUIRIES** : Prof N Mbatani, email: email: nomonde.mbatani@uct.ac.za or Dr A Osman, Tel No: (021) 404-6020 or email: ayesha.osman@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. 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 the Western Cape according to the yearbook and guidelines. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 06 March 2026, 17:00 PM
- POST 06/327** : **DEPUTY DIRECTOR: FINANCIAL MANAGER (FINANCE AND SUPPLY CHAIN MANAGEMENT)**
- SALARY** : R896 436 per annum, (A portion of the package can be structured according to the individual's personal needs.)

- CENTRE REQUIREMENTS** :
- : Central Karoo District Office (Stationed in Beaufort West Hospital)
 - : Minimum educational qualification: Appropriate three-year Diploma/Degree or equivalent. Experience: Appropriate experience in Supply Chain Management. Appropriate experience in Finance Management. Appropriate experience in preparation and reporting of financial statements. Appropriate and proven management experience, showing strong leadership, strategic and operational management skills. Appropriate experience Contract Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to drive vast distances. 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 Central Karoo 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 APPLICATIONS** :
- : Ms H Le Roux Tel No: (044) 803-2700
 - : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** :
- : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical and competency assessment. The pool of applications will be considered for vacancies within Central Karoo District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** :
- : 06 March 2026, 17:00 PM
- POST 06/328** :
- : **ASSISTANT MANAGER NURSING: (SPECIALTY AREAS: TRAUMA AND EMERGENCY)**
- SALARY CENTRE REQUIREMENTS** :
- : R755 355 per annum
 - : Groote Schuur Hospital, Observatory
 - : Minimum educational qualification: Basic R425 qualification (degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC, in terms of R212 in one of the following specialties: Critical Care Nursing: Trauma & Emergency or Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC. At least 6 years of the above period must be appropriate/recognisable experience after obtaining the post-basic qualification in in the relevant speciality. At least 3 years of the above period must be appropriate/recognisable experience at nurse management level. Competencies (knowledge/skills): Quality Assurance, Human Resource, Finance and Change Management. Decision making, problem solving and interpersonal skills. Grievance procedures and disciplinary legislation. Computer literacy (MS Word and Excel). Negotiation, facilitation and communication skills. Infection Prevention and Control policies.
- DUTIES** :
- : Co-ordinate, supervise and control nursing services in the Trauma and Emergency Department. Ensure the provision of optimal, holistic, specialised nursing care within set standards and a professional and legal framework. Ensure that prescribed policies and procedures are adhered to. Effectively manage the initiation and utilisation of human and material resources. Ensure the control and execution of quality of care and financial management. Co-

ordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development. Liaise directly with the Nursing and Medical managers as well as the relevant Departmental Heads (Ancillary and Support Services).

ENQUIRIES : Ms R Sutcliffe Tel No: (021) 404-2092
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/329 : **ASSISTANT MANAGER NURSING: GENERAL (NIGHT DUTY)**
Chief Directorate: Metro Health Services

SALARY : R693 096 per annum

CENTRE : Alexandra Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. Registration with a professional council: Registration with the SANC as a Professional Nurse and Psychiatry. Experience: A Minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Willingness to work night shifts, public holidays, after-hours, standby and weekends. Willingness to travel for official meetings and/or training. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery in a rural regional hospital environment. Demonstrates a clear understanding of Infection Prevention Control, Occupational Health and Safety and Risk Management – including Ideal Hospital Framework and Quality Assurance Processes and Compliance. Ensure that clinical nursing practice are rendered by the nursing team and promote quality of nursing care as directed by scope of practice and standards. Managerial and leadership skills and values: integrity, innovative visionary, catalyst for change, self-awareness and confidence, delegation, accountability, problem solving & decision making, conflict resolution, interpersonal and communication skills. Very knowledgeable and demonstrates a good understanding of People Management (Human Resource Management). Demonstrates a good understanding of financial policies and practices. Knowledgeable about relevant legislation pertaining to labour relations, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Computer Literacy in MS Word, Excel, PowerPoint and Outlook. Willingness to act as Deputy Nursing Manager: Head of Nursing and other members of the Nurse Management team when required.

DUTIES : Overall coordination, implementation and monitoring of the strategic objectives of nursing, the facility and the Department of Health. Effective management and coordination of quality nursing care within set standards and within legal and professional frameworks. Manage and facilitate both human resources and financial aspects related to the area being managed. Management of information through the collection and analysis of data, report writing and development and implementation of relevant interventions. Policy development and implementation.

ENQUIRIES : Mr M Njongonkulu Tel No: (021) 503-5077
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/330 : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: PAEDIATRICS)**
Chief Directorate: Metro Health Services

SALARY : R693 096 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A basic post qualification with duration of at least one year, accredited with the SANC in Child Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC. At least 5 years of the period referred to above must be appropriate/recognisable experience in the Paediatric department, after obtaining the one-year post-basic qualification in Child Nursing Science, accredited with the SANC. Inherent requirements of the job: Perform after-hour and weekend duties in order to assist the Matron or night manager as the need arises. Competencies (knowledge/skills): Good communication and writing skills. Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour relations, nursing legislation, related legal and ethical nursing practices and framework, and relevant to the Department of health and public sector policies and protocols. Human Resources and Financial Management. Computer literacy in MS Office. Appropriate knowledge of General nursing and the relevant speciality. Ability to function independently as well as part of a multi-disciplinary team.

DUTIES : Responsible for the coordination and delivery of quality nursing care within the Paediatric department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU Management Principles. Manage staff performance, training and personal development of self and subordinates, including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES : Ms S Basardien Tel No: (021) 402-6224
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/331 : **ASSISTANT MANAGER NURSING: (HEAD OF NURSING)**
West Coast District

SALARY : R693 096 per annum
CENTRE : Vredenburg Hospital, Saldanha Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel. Willingness to deal with after-hour calls from the community. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet). Good communication (written and verbal) skills with ability to manage conflict and knowledge of legislation related

to the Health Care Service and policies of the Department of Health. Ability to work effectively and amicably at management level with people of diverse backgrounds and beliefs. Good organisational, interpersonal-, creative problem solving- and research skills, as well as the ability to manage own work (and that of the units which report to the post), and to ensure appropriate interventions to enhance all services at the institution.

DUTIES : Provide guidance, leadership towards the realization of strategic goals and objectives of the division and monitor the implementation of policies, programmes, regulations, practices, procedures, and standards pertaining to nursing care. Provide professional, technical and management support, co-ordinate and monitor quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Provide effective support to Nursing -, Administration- and Support services and maintain professional self-development. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery, human, financial-, and physical resources. Supervisory and mentorship role to the Operational Managers of the hospital.

ENQUIRIES : Dr JM Van Schalkwyk Tel No: (022) 709-7287
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/332 : **OPERATIONAL MANAGER: NURSING (PRIMARY HEALTH CARE)**
West Coast District

SALARY : R693 096 per annum
CENTRE : Vredenburg CC

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and midwife. A post basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse and midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 the specific specialty after obtaining the 1-year post-basic qualification (R48). Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal-, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, regulators and Departmental Policies. Knowledge of Human resource and financial guidelines, policies and protocols. In depth knowledge and application of Ideal clinic and National Core Standards. Knowledge of Community Oriented Primary care. Computer literacy (MS Word, Excel and PowerPoint).

DUTIES : The effective management and execution of relevant Curative Programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant Child Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant Woman's Health Services within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant HAST programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective and efficient management of the PHC facility, mobiles, satellites and security.

ENQUIRIES : Ms AR Louw Tel No: (022) 709-5067
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. The pool of applications will be considered for vacancies within Saldanha Sub-district, for a period of

three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/333 : **OPERATIONAL MANAGER NURSING (GENERAL UNIT)**
West Coast District

SALARY : R549 192 per annum
CENTRE : West Coast TB Complex (Infectious Diseases Hospital, Malmesbury)
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification 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/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (code B/EB) driver's licence. Ability and willingness to assist with shifts and after-hour hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards and knowledge and insight of relevant legislation and policies related to nursing within the public sector. e.g. Labour relations, disciplinary codes etc. Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Basic computer literacy –MS Word, MS Excel, Outlook (proof must be attached). Knowledge of health applications i.e. CLINICOM, SINJANI.

DUTIES : Ensure quality nursing care throughout the hospital through participation in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures Participate in training, research and information management. Implement and oversee effective processes and practices regarding quality assurance programmes, initiatives, nursing guidelines, standards and procedures, adhere to National and Provincial policies and Core Standards (Ideal Hospital Framework, OHS). Efficient and effective Management and monitoring of financial, human and physical resources. Provision of effective support and standby duty for Nursing Management Ensure sound Labour Relations.

ENQUIRIES : Ms N Liebenberg Tel No: (021) 815-8340
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. The pool of applications will be considered for vacancies within West Coast TB Complex, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/334 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OPHTHALMOLOGY OPD)**

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmological Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic qualification year in Medical & Surgical Nursing

		Science: Ophthalmological Nursing. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing speciality. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES</u>	:	Ms V Dubase Tel No: (021) 938-4000
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical & Surgical Nursing Science: Ophthalmological Nursing.
<u>CLOSING DATE</u>	:	06 March 2026, 17:00 PM
<u>POST 06/335</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ICU AND NEONATAL HIGH CARE UNIT) (X7 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Child or Medical and Surgical Nursing Science: Critical Care Nursing: General or Child Nursing Science. 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 SANC in General Nursing. Grade 2: A minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC 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 in Medical and Surgical Nursing Science: Critical Care Nursing: Child or Medical and Surgical Nursing Science: Critical Care Nursing: General or Child Nursing Science. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).
<u>DUTIES</u>	:	Provide comprehensive specialized nursing care provided within a professional/ legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development

initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to supervisor and Nursing division.

ENQUIRIES : Ms M Franken Tel No: (021) 658-5187
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: Child or Medical and Surgical Nursing Science: Critical Care Nursing: General or Child Nursing Science

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/336 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ONCOLOGY) (X2 POSTS)**

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Oncology. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognizable experience in Nursing after registration as a 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 SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in Oncology Nursing Science. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty, and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision-making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).

DUTIES : Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.

ENQUIRIES : Ms M Franken Tel No: (021) 658-5187
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such

candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in: Medical and Surgical Nursing Science: Oncology.

- CLOSING DATE** : 06 March 2026, 17:00 PM
- POST 06/337** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCIES)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum
- CENTRE** : Mitchells Plain District Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/ Accoucher. Post basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Critical Care Nursing: General. Registration with a professional council: Registration with SANC as a Professional Nurse and Midwife/Accoucher. Experience: **Grade 1:** A minimum of 4 years of appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in general nursing. At least 10 years of the above periods must be appropriate / recognizable experience in the specialty after obtaining the 1 year post basic qualification in Medical and Surgical Nursing: Critical Care: Trauma and Emergency or Critical Care Nursing: General. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Ability to function/ make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of major incident disaster plan. Computer skills (MS Office).
- DUTIES** : Provide safe and comprehensive care delivered to patients in trauma and emergency unit. Provision of optimal, holistic specialized care with set standards within professional/legal framework. Ensure adherence to the principles of IPC practices in the trauma and emergency unit. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates in trauma and emergency. Effective utilization of human, material and physical resources.
- ENQUIRIES** : Mr R Geswindt Tel No: (021) 377- 4410
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing: Critical Care: Trauma and Emergency or Critical Care Nursing: General. The pool of applicants will be considered for vacancies within the Department of Health and Wellness, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements and salary level are the same as those of the advertised post.
- CLOSING DATE** : 06 March 2026, 17:00 PM

POST 06/338 : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT (SYSTEM MANAGER: BILLING & MATERIALS)**
HIS Application Support Centre
Directorate: Health Information Technology

SALARY CENTRE REQUIREMENTS : R468 459 per annum
: Head Office, Cape Town
: Minimum educational qualification: An appropriate 3-year National Diploma or Degree IT or Finance. Experience: Appropriate experience of patient administrative and billing procedures. Advanced experience working experience on patient admin and billing systems. Appropriate working experience and knowledge of the AR Billing system would be advantageous. Appropriate experience in training and supporting system users. Appropriate knowledge/experience of Hospital Fees and patient administration policies will be advantageous. Appropriate experience of materials management and asset management. Inherent requirements of the job: Valid driver's license. Willingness to travel within WCGHW health institutions. Willingness to work overtime. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to provide user training and support. Accurate data capturing skills. Advanced computer literacy, including MS Office. Knowledge of Accounts Receivable System, Clinicom, Materials Management. Understanding of Business Process Re-engineering. In-depth understanding of system maintenance and enhancement process flow. Understanding and developing quality control processes. Proven ability to manage a team.

DUTIES : Manage and control the Billing System at all hospitals in the Western Cape. Maintain and update master files, documentation, access control and print management. Manage and ensure update of annual or ad-hoc tariff increase. Liaise with HIS management, hospital IT, and other stakeholders. Provide end-user support and resolve system problems. Update and maintain user manuals and system procedures. Develop quality control scripts for system changes and manage test process with formal outcome reporting. Develop system release notices for system changes and ensure user awareness. Identify training needs and provide training to users and core trainers. Assist with data quality assurance. Manage compliance of system release logs and exception reports. Drive business process re-engineering in core systems across hospitals. Support development and administration of new modules. Manage team of System Controllers. Collaborate with the Finance teams to ensure compliance of system to hospital fee and patient admin policy and manage new enhancement requests to deployment where accepted. Provide ad hoc support to the Deputy Director: eHealth Systems.

ENQUIRIES APPLICATIONS : Mr J Maharaj Tel No: (021) 938-6513
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 06 March 2026, 17:00 PM

POST 06/339 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (INFORMATION MANAGEMENT AND MONITORING AND EVALUATION)**
Chief Directorate: Emergency and Clinical Services Support

SALARY CENTRE REQUIREMENTS : R468 459 per annum
: Service Priorities Co-ordination
: Minimum educational qualification: Appropriate relevant 3-year National Diploma/ Degree or equivalent qualification. Experience: Appropriate experience in public health data systems. Appropriate experience in training and change management. Inherent requirements of the job: Valid Driver's licence. Willingness to travel to the districts and national office (DOH). Willingness to work overtime when required. Competencies (knowledge/skills): Excellent knowledge of common Electronic Health Systems in use at CCT, MHS and RHS (including SPV). Advanced Microsoft office (Excel, PowerPoint and Word) skills. Ability to interpret, analyse and present health information. Good numerical, communication, analytical thinking skills and interpersonal skills.

DUTIES : Monitoring and Evaluation. Information Management and M&E Strategic support. Implementation support on priority programmes and conditional grant indicators. Project management and planning. Information Management policy alignment and systems integration.

ENQUIRIES APPLICATIONS : Dr H Goeiman Tel No: (021) 815-8741
 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine the candidate's suitability based on the post's technical and generic requirements, and the other will be an integrity (ethical conduct) assessment. Candidates may undergo a Competency Based Assessment. The pool of applicants may be considered for other vacant Assistant Director: Health Support posts within the Chief Director Emergency & Clinical Services Support, for a period of three months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/340 : **ADMINISTRATIVE MANAGER (CORPORATE SERVICES)**
 West Coast District

SALARY CENTRE REQUIREMENTS : R468 459 per annum
 Citrusdal Hospital, Cederberg Sub-district
 Minimum educational qualification: Appropriate 3-year national diploma or degree. Experience: Appropriate experience and knowledge of the management of support services with reference to people management, finance and supply chain management and facility management and supervision. Inherent requirement of the job: Valid (code B/EB/C1) driver's licence. Willingness to work extra hours and be on standby. Competencies (knowledge/skills): Advanced computer literacy (MS Word, Excel). Good written and communication skills. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills.

DUTIES : Efficient and effective strategic planning of the corporate services in the Cederberg Sub-district (Citrusdal Hospital, Clanwilliam Hospital with support to PHC Services). Management of personnel administration, human resource development & training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Finance and supply chain management. Management of hospital fees, admissions and medical records. Effectively manages all facility-based support services and oversees maintenance requirements. Support to Medical Manager and management team.

ENQUIRIES APPLICATIONS : Mr R Van Staden Tel No: (022) 487-9339
 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/341 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (CLINICAL POLICY & GOVERNANCE UNIT)**
 Chief Directorate: Emergency and Clinical Services Support

SALARY CENTRE REQUIREMENTS : R468 459 per annum
 Service Priorities Coordination, Clinical Policy and Governance
 Minimum educational qualification: Appropriate 3-year National Diploma/ Degree registrable with a South African Health Professional Body. Experience: Appropriate experience in public health management/programme development. Appropriate experience in community or primary health care services and management thereof. Inherent requirements of the job: Valid drivers' licence. Willingness to travel to the districts and national offices. Competencies (knowledge/skills): Computer literacy. Project management skills. Analytical and problem-solving skills. Knowledge and application of regulations, policies, procedures and indicators relevant to health programmes. Understanding of the District Health System. Good written and communication skills.

DUTIES : Manage and coordinate priority public health programmes and interventions. Develop and adapt policies, guidelines, and tools for planning, implementing and monitoring of a provincial public health programmes / intervention. Support and oversee the implementation of public health programme policy and

strategies at the provincial level. Assess and evaluate public health programs as required, focusing on implementation status, service quality, program outcomes, and disease burden implications. Produce quarterly reports and annual reviews of health programmes. Participate as key member of the Service Priorities Coordination team and or Project teams to give effect to health system responses as required.

- ENQUIRIES** : Ms B Parker Tel No: (021) 815-8829
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine the candidate's suitability based on the post's technical and generic requirements, and the other will be an integrity (ethical conduct) assessment. Candidates may undergo a Competency Based Assessment. The pool of applicants may be considered for other vacant Assistant Director: Health Support posts within the Chief Director Emergency & Clinical Services Support, for a period of three months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 06 March 2026, 17:00 PM
- POST 06/342** : **EMS STATION MANAGER GRADE 3 TO 6**
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : Grade 3: R397 308 per annum
Grade 4: R480 108 per annum
Grade 5: R562 119 per annum
Grade 6: R624 288 per annum
- CENTRE** : Emergency Medical Services, Overberg (Hermanus)
- REQUIREMENTS** : Minimum educational qualification: **Grade 3:** Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 6:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: **Grade 3:** Registration with the Health Professions Council of South Africa as an AEA. **Grade 4:** Registration with the Health Professions Council of South Africa as an ECT. **Grade 5:** Registration with the Health Professions Council of South Africa as a Paramedic. **Grade 6:** Registration with the Health Professions Council of South Africa as an ECP. Experience: **Grade 3:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). **Grade 4:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). **Grade 5:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic (CCA or N.DIP). **Grade 6:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Current registration as an AEA, ECT, Paramedic or ECP. Valid Code 10 Professional driver's permit. Physical and mental fitness as an Emergency Services practitioner. Valid code C1 driver's license. Exposure to the managerial or supervisory line function. Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of Emergency Care protocols. Computer literacy in the MS Office package. Report writing skills.
- DUTIES** : Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing.

Effective support to District Manager and colleagues and act in management capacity when required.

ENQUIRIES : Ms Y Avontuur (District Manager) Tel No: (028) 212-9111

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

NOTE : No payment of any kind is required when applying for this post. Candidates are subjects 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). The pool of applications will be considered for vacancies within Emergency Medical Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/343 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum

CENTRE : Northern Tygerberg Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to rotate within the Sub-Structure and perform relief duties. Competencies (knowledge/skills): Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work independently and in a multi-disciplinary team with excellent interpersonal skills and communication skills Innovative and analytical thinking and the ability to initiate, coordinate, manage and sustain programs, Knowledge of Community Orientated Primary Care, sound knowledge of relevant national, provincial legislation and Health Care 2030. Computer literate in MS Office (Excel, Word and PowerPoint) and MS Outlook.

DUTIES : Delivery of optimal outcomes-based interventions to patients in the community according to occupational therapy principles and protocols. Mobility and assistive device services rendered in the community, to be involved in research projects at the institution. Facilitation of training for health personnel, clients, their families, volunteers and inter-departmental personnel, liaise and collaborate with stakeholders. Perform administrative tasks relating to department and skills development and training for Occupational Therapist.

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

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

- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in 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)”. The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a practical/oral assessment.
- CLOSING DATE** : 06 March 2026, 17:00 PM
- POST 06/344** : **MEDICAL ORTHOTIST & PROSTHETIST GRADE 1 TO 3 (TECHNICAL SERVICES)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum
- CENTRE** : Western Cape Rehabilitation Centre (Orthotic and Prosthetic Centre, Pinelands)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with HPCSA as a Medical Orthotist and Prosthetist. Registration with a professional council: Registration with the HPCSA as a Medical Orthotist and Prosthetist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Orthotist and Prosthetist. One-year relevant experience after registration with the HPCSA as a Medical Orthotist and Prosthetist in respect of foreign qualified employees, of whom 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 as a Medical Orthotist and Prosthetist in respect of RSA qualified employees. Minimum of 11-year relevant experience after registration with the HPCSA as a Medical Orthotist and Prosthetist in respect of foreign qualified employees, of whom 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 as a Medical Orthotist and Prosthetist in respect of RSA qualified employees. Minimum of 21-year relevant experience after registration with the HPCSA as a Medical Orthotist and Prosthetist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Technical Skills: Proficiency in designing and fabricating orthotic and prosthetic devices. Anatomical Knowledge: Understanding of human anatomy and biomechanics. Interpersonal Skills: Ability to communicate effectively with patients and healthcare professionals. Problem-Solving: Skill in diagnosing issues with devices and making necessary adjustments. Manual Dexterity: Precision and skill in handling tools and materials for creating custom devices. Computer literacy skills with competency in MS Office package (MS word, PowerPoint etc.)
- DUTIES** : Patient Assessment: Evaluate patients' needs by examining medical histories, physical conditions, and understanding their requirements for orthotic or prosthetic devices. Design and Fabrication: Design and create custom orthotic and prosthetic devices, ensuring they meet the specific needs and measurements of each patient. Fitting and Adjustment: Fit and adjust the devices to ensure proper function, comfort, and alignment. This involves multiple fittings and modifications. Patient Education: Educate patients on the use, care, and maintenance of their orthotic or prosthetic devices. Follow-Up Care: Provide ongoing support and adjustments to devices as necessary, ensuring optimal long-term use and patient satisfaction. Collaboration: Work with other healthcare professionals, such as doctors and physical therapists, to develop comprehensive treatment plans for patients. Provide and supervise the training of students MOPs and In-service trainees. Comprehensive clinical governance and Clinical Practice SOP review, including the implementation of clinical protocols, guidelines, and SOPs. Participate in MOP Centre meetings

and perform duties delegated by the CMOP including acting position as CMOP. Maintenance, Admin and Development: Machinery, tools and equipment in good working condition. Correct material and Stats.

ENQUIRIES : Ms M Brink Tel No: (021) 531-5300
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/345 : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING (X2 POSTS)**
Directorate: Financial Accounting

SALARY : R397 116 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma/Degree in Accounting/Auditing. Experience: Appropriate experience in an accounting environment and preparation of financial statements. Appropriate Knowledge of BAS, LOGIS and support systems will be an added advantage. Inherent requirements of the job: A valid code B/EB driver's licence and willingness to travel. Competencies (knowledge/skills): Extensive knowledge of the compilation of Financial Statements. Advanced computer literacy in Microsoft Office applications (Excel spread sheets, report writing and drafting of Word documents, MS PowerPoint presentations), Analytical and presentation skills. Knowledge of accounting principles and Accrual Accounting. Knowledge of Modified Cash Standard (MCS) and/or Generally Recognised Accounting. Practice (GRAP) Standards and/or International Financial Reporting Standards (IFRS).

DUTIES : Responsible for the review and consolidation of financial inputs used in the compilation of Annual and Interim Financial Statements of the Department of Health. Maintain Head Office disclosure notes Audit File. Analyse and advise on changes in the Departmental Financial Reporting Framework Guide relating to relevant disclosure notes. Analyse and advise in respect of the relevant Accounting Standards. Consolidate disclosure note inputs. Check and verify monthly Disclosure Note Reporting. Compile and develop procedures and policies iro AFS/IFS requirements. Answering Audit enquiries. Human Resource Management and Monitoring.

ENQUIRIES : Mr MN Davids Tel No: (021) 483-3176
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/346 : **SENIOR PERSONNEL PRACTITIONER: (EMPLOYEE HEALTH & WELLNESS)**
Chief Directorate: People Management

SALARY : R397 116 per annum
CENTRE : Head Office, Cape Town (Employee Health and Wellness, Diversity and Disability)

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree in Human Resources or Social Science or Industrial Psychology or Public Administration. Experience: Appropriate experience in Employee Health and Wellness (EHW). Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills):

Computer Proficiency (MS Office (Word, MS Excel, MS PowerPoint, email). Communication skills (written and verbal). Presentation and facilitation skills. Understanding of Employee Health and Wellness Framework for the Public Service. Research, conceptualisation, and analytical skills. Creativity, self-motivation, and assertiveness. The ability to communicate eloquently (both written and verbal). Ability to function under pressure and handle a high work volume. Ability to prioritise and organise work and to exercise self-discipline. Ability to work independently without supervision.

DUTIES : Provide input into policy development and facilitate the implementation of policy as per DPSA Employee Health and Wellness Strategic Framework. Administer Contract Management and Service Level Agreement (SLA) in the Employee Health and Wellness Focus Areas. Administer and Implement projects and programmes that promote Employee Health and Wellness strategies within budgetary guidelines. Facilitate the Training Requisition applications. Provide professional advice to management on issues impacting Employee Health and Wellness (EHW) Management referrals. Provide administrative support to Provincial EHW committees.

ENQUIRIES : Ms J Andrews Tel No: (021) 483-5644
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind will be required when applying for this post.
CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/347 : **SENIOR STATE ACCOUNTANT: (TRAINERS) (HOSPITAL FEES TRAINING)**
 Directorate: Management Accounting
 Sub-Directorate: Billing System Support, Compliance Auditing and Training

SALARY : R397 116 per annum
CENTRE : Head Office, Cape Town ((Based at Western Cape College of Nursing, Stikland)

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in a training environment. Appropriate working experience in a clinical environment. Appropriate Training experience in Hospital Fees. Inherent requirements of the job: A valid Code B/EB driver's licence. Willingness to travel between Health institutions. Competencies (knowledge/skills): Computer literacy skills in MS Office. Skills in Research and analytical thinking, the ability to analyse information, solve problems and to prepare complex reports. Understanding of Hospital Fees Structure, PFMA, Hospital Fees Policies and Procedures. Excellent people, technical, and conceptual skills, with the ability to confidently represent the Department in engagements with internal and external clients, as well as other departmental institutions, while demonstrating strong interpersonal relations and conflict resolution abilities. Ability to work independently and unsupervised. Ability to analyse information and work with figures.

DUTIES : Administration of relevant training courses offered by the sub-directorate. Conduct training in respect of the training courses offered by the sub-directorate. Facilitate e-Learning training in respect of courses offered by the sub-directorate. Assessment of and providing feedback and support after training/E-learning sessions/courses. Develop and maintain training material.

ENQUIRIES : Mr W Norval at (083) 340-5529
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Short listed candidates must be prepared to do a test as part of the evaluation process.
CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/348 : **SOCIAL WORKER GRADE 1 TO 4 (X2 POSTS)**

SALARY : Grade 1: R325 200 per annum
 Grade 2: R397 119 per annum
 Grade 3: R477 564 per annum
 Grade 4: R585 441 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a professional council: Registration

with SACSSP as a Social Worker. Experience: **Grade 1:** None after registration. **Grade 2:** A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as a Social worker with the SACSSP. Competencies (knowledge/skills): Computer literacy (Word, Excel and Power Point). Ability to render a clinical social work practise as a member of a multi-disciplinary team in a Specialist Acute Health Care setting. Sound knowledge and skills in neonatology, assessment skills, family and individual counselling skills. Knowledge of statutory processes with regards the Child Care Act. Good communication (verbal and written).

DUTIES : Provide social work services to in-patients and their families. Provide specialist knowledge and skills to services in neonatology. Provide psychosocial assessments, counselling to individuals and families, appropriate referrals to step down facilities, future care plans for patients, maintain all administration functions on work undertaken. Undertake telephonic patient follow up. Provide appropriate follow up to multidisciplinary team. Undertake training as required.

ENQUIRIES : Mr L Naidoo, email: Lionel.Naidoo@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised 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).

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/349 : **ADMINISTRATIVE OFFICER: HRD (PEOPLE DEVELOPMENT)**
Directorate: People Development

SALARY : R325 101 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a supervisory capacity. Appropriate experience in Human Resource Development & Management. Appropriate experience in report-writing and database management. Inherent requirements of the job: Valid Code (B/EB) Driver's licence and a willingness to travel throughout the province. Competencies (knowledge/skills): Ability to use all relevant computer applications independently, and with ease. Knowledge and understanding of People Management & Development legislation, including the Regulations Relating to Performance of Community Service in terms of Nursing Act (33 Of 2005) and the Health Professions Act (56 of 1974). excellent computer literacy skills. Ability to collate and prepare data for management reports. Excellent communication skills (verbal and written). Excellent interpersonal skills and ability to work under pressure.

DUTIES : Coordinate and verify the placement of the Medical Internship and Community Service Officials. Development, analysis, and maintenance of Medical Internship and Community Service allocation databases to track appointments, monitor trends, and support evidence-based management reporting. Assist with In Year Monitoring and Reporting processes to ensure compliance with Conditional Grant funding requirements. Effective general administrative support, Performance management and supervision of employees.

ENQUIRIES : Mr S Cupido Tel No: (021) 483-3843, or Email: Shane.cupido@westerncape.gov.za

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

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

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/350 : **ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Overberg District

SALARY : R325 101 per annum
CENTRE : Swellendam & Cape Agulhas Sub-district (Stationed at Bredasdorp)
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent).
 Experience: Appropriate experience in Information Management within a health provider environment. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Competencies (knowledge/skills): Good working knowledge and experience in Health Information System (Sinjani; PHCIS; Ideal Clinic Monitoring System & DHIS). Advanced computer literacy in MS Windows (Word and Excel, PowerPoint & Outlook). Logical thinker, with an eye for detail and ability to produce accurate and reliable outputs within a pressured and deadline driven environment.

DUTIES : Co-ordinate and participate in all health information activities and statistics in the Sub-district. Data verification and submission to district information office in prescribed format, within set time frames and according to the Information Management Policy. Conduct and assist with audits at facility level. Provide Information Management support to all health facilities within Sub-district. Supervision and staff performance management.

ENQUIRIES : Ms G Van Der Westhuizen Tel No: (028) 514-8400
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/351 : **ADMINISTRATIVE OFFICER: PEOPLE DEVELOPMENT (EPWP & HRD)**
Garden Route District

SALARY : R325 101 per annum
CENTRE : Garden Route District Office, George
REQUIREMENTS : Minimum educational qualification: Senior Certificate (Grade 12) or equivalent qualification. Experience: Appropriate experience in people development (HRD). Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations and communication skills (verbal and written). Ability to analyse and interpret reports and data. Excellent planning and organisational skills. Computer literacy (MS Word, Excel and PowerPoint).

DUTIES : Effective and efficient coordination of skills development and related programmes pertaining to the Expanded Public Works Programme (EPWP). Effective planning, implementation and monitoring of expenditure and reporting of skills development and related programmes pertaining to Expanded Public Works Programme (EPWP). Effective coordination of planned training interventions linked WSP. Assist with Training Needs Analysis. Compiling of Quarterly Monitoring Reports and Workplace Skills Plan. Maintain database and electronic systems.

ENQUIRIES : Mr R Joubert Tel No: (044) 803-2706
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/352 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (RECRUITMENT AND SELECTION)**

SALARY : R325 101 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent).
 Experience: Appropriate experience in Human Resource Management: Recruitment and Selection. Competencies (knowledge/skills): Confident and

- capable in using Microsoft office package. Strong attention to detail and able to apply reasoning and propose solutions. Ability to assess urgency, manage competing deadlines, and stay organised under pressure. Excellent verbal and written communication. Extensive knowledge of HR Policies, procedures, practises relevant to Recruitment and Selection. Ability to work in a team.
- DUTIES** : Do verification checks and salary determination. Compile, maintain and update databases and provide stats. Supervise and develop subordinates. Render a recruitment and selection function. Assist with grievances/disputes linked to recruitment and selection.
- ENQUIRIES** : Ms B Alexander Tel No: (021) 404-2271
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency assessment.
- CLOSING DATE** : 06 March 2026, 17:00 PM
- POST 06/353** : **SENIOR FORENSIC OFFICER**
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : R325 101 per annum
- CENTRE** : Oudtshoorn Forensic Pathology Laboratory
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate Forensic (Medio-legal) experience as a Forensic Pathology Officer. Appropriate experience in supporting the Manager with Corporate Governance functions. Inherent requirements of the job: A Valid (Code B/EB) driver's license. Must be competent in Forensic investigation and evisceration. Knowledge of Finance and Supply Chain in the FPL setting and ability to support revenue and expenditure management processes. Analytical skills to monitor utilization of consumables and project needs for demand management and procurement planning. Will be required to assist in the planning/ training of Major incident exercises as well as involvement in Major incidents. Will be required to work office duties, standby duties and overtime duties. Ability to be trained in 4 x 4 vehicle handling and photography skills. Ability to lift and work with corpses (mutilated, decomposed, infectious viruses, etc.). Will be required to wear a uniform. Knowledge of Fleet, Assets and Stores Management. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Knowledge, application and implementation of regulations, policies and standards pertaining to the Forensic Pathology process, Forensic investigation and evisceration as well as sound knowledge and understanding of legislation pertaining to Forensic Pathology, the ethical issues in Forensic Pathology, scope of practice and Forensic Pathology standards. Ability to supervise and plan. Competent in numerical assessment, planning, forecasting and checking (budget, procurement, stores, claims, etc.). Ability to work under pressure, meet deadlines and solve complex problems in a multi-disciplinary team. Computer literacy in Microsoft Package (Microsoft Word, Microsoft Outlook, Microsoft Excel, FPS Business System, Live link). Ability to achieve and maintain good interpersonal and working relations with staff and clients, with knowledge of the core values of the Department.
- DUTIES** : Efficient support to the Manager regarding operational management of the Forensic Pathology Laboratory. Efficient support to the Manager regarding Corporate Governance aspects. Effective Management of the Forensic Pathology Assistant Program. Effective Operational Service Delivery at the Facility.
- ENQUIRIES** : Mr F Visser, email: Fizel.Visser@westerncape.gov.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The candidate will be subjected to an interview and competency test. Candidates will be subjected to security clearance prior to appointment. Shortlisted candidates may be subjected to a psychometric evaluation. "The pool of applicants will be considered for vacancies within Forensic Pathology Service, Oudtshoorn

Laboratory for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements and salary level are the same of those of the advertised post."

- CLOSING DATE** : 06 March 2026, 17:00 PM
- POST 06/354** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (WELLNESS/ COPC)**
Cape Winelands Health District
- SALARY** : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
- CENTRE REQUIREMENTS** : Mbekweni CDC, Drakenstein Sub-district
Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** None after registration as Professional Nurse with SANC in General Nursing **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Valid (code B/EB) driver's licence. Willingness to assist at other facilities within the subdistrict (inclusive of mobile) when the need arises. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills. Knowledge of relevant legislation, policies including Health care 2030, Sustainable Development Goals, 1 000 days. Excellent planning and organizational skills in Community Health Care program and services. Computer literate in Microsoft office programs.
- DUTIES** : External interface management planning, coordination and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Intersectoral interface management with strong organizational linkages and partnerships with outside stakeholders, sector, departments, NGO's and community structures. Lead and co-ordinate scheduled wellness activities for men, woman, adolescents, and youth with the focus on the 1st 1 000 Days initiative towards building healthy communities. Co-ordinate wellness activities in the specific communities with the focus on Western Cape Wellness (WOW) to support integrated approach in managing chronic conditions eg Diabetes, hypertension, TB, HIV, mental health. Coordinate and support collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes.
- ENQUIRIES APPLICATIONS** : Ms EJ Williams Tel No: (021)862-4520
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. A practical test may form part of the selection process. 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). The pool of applications will be considered for vacancies within Drakenstein Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
- CLOSING DATE** : 06 March 2026, 17:00 PM
- POST 06/355** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSE) (PALLIATIVE CARE)**
Cape Winelands Health District
- SALARY** : Grade 1: R324 384 per annum

		Grade 2: R396 132 per annum Grade 3: R476 367 per annum (Plus non pensionable rural allowance of 8% of your annual basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Robertson Hospital, Langeberg Sub-district Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife or Psychiatry (where applicable). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife or Psychiatry (where applicable). Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to undergo Palliative Care training. Competencies (knowledge/skills): Ability to communicate effectively. Computer literacy (MS Word, Excel, PowerPoint, Outlook). Demonstrate an in-depth knowledge of nursing and public service legislation and policies. Good leadership and people management skills maintain constructive relationships with members of the multi-disciplinary team.
<u>DUTIES</u>	:	Facilitate the provision of holistic institutional nursing care to patients in an environment which promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost-effectively, efficiently, and equitably, whilst at the same time ensuring compliance with the requirements of professional and ethical practices. Ensure the realization of strategic goals and objectives of the Palliative unit regarding inpatient and outpatient care. Ensure supportive role from ward staff in regard of end end-of-life patients, receiving and referrals of patients, performing patient assessments, and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive health care are in place for the treatment of patients and ensure the effective utilization of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilization of training and research opportunities, and effective administrative management of reporting on Palliative care.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms SM Kortje Tel No: (023) 626-8548 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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)." -"The pool of applications will be considered for vacancies within Langeberg Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	06 March 2026, 17:00 PM
<u>POST 06/356</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSE) (PALLIATIVE CARE)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum (Plus non pensionable rural allowance of 8% of your annual basic salary).
<u>CENTRE REQUIREMENTS</u>	:	Ceres Hospital Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration

with the South African Nursing Council (SANC) as a Professional Nurse and Midwife or Psychiatry (where applicable). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife or Psychiatry (where applicable). Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to undergo Palliative Care training. Competencies (knowledge/skills): Ability to communicate effectively. Computer literacy (MS Word, Excel, PowerPoint, Outlook). Demonstrate an in-depth knowledge of nursing and public service legislation and policies. Good leadership and people management skills maintain constructive relationships with members of the multi-disciplinary team.

DUTIES : Facilitate the provision of holistic institutional nursing care to patients in an environment which promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost-effectively, efficiently, and equitably, whilst at the same time ensuring compliance with the requirements of professional and ethical practices. Ensure the realization of strategic goals and objectives of the Palliative unit regarding inpatient and outpatient care. Ensure supportive role from ward staff in regard of end-of-life patients, receiving and referrals of patients, performing patient assessments, and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive health care are in place for the treatment of patients and ensure the effective utilization of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilization of training and research opportunities, and effective administrative management of reporting on Palliative care.

ENQUIRIES : Mr GH Vermeulen Tel No: (023) 316-9600
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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)." "The pool of applications will be considered for vacancies within Langeberg Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/357 : **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL) (X5 POSTS)**

SALARY : Grade 1: R324 384 per annum
 Grade 2: R396 132 per annum
 Grade 3: R476 367 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Inherent requirements of the job: Willingness to work shifts, public holidays, after hours, night duty and weekend cover for nursing. Competencies

(knowledge/skills): Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing practice is rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and ability to work collaboratively within FBUs.

DUTIES : Provide comprehensive nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.

ENQUIRIES : Ms M Franken Tel No: (021) 658-5187
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in 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 a change in registration status). The pool of applicants will be considered for other vacant Professional Nurse General posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of advert. Candidates will be required to undertake a pre-entry assessment test/practical assessment and formal interview.

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/358 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
 Garden Route District

SALARY : Grade 1: R324 384 per annum
 Grade 2: R396 132 per annum
 Grade 3: R476 367 per annum

CENTRE : Alan Blyth Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work shifts, including weekends, public holidays and night duty. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Basic computer skill in MS Word. The ability to function independently under pressure, as well as in a multi-disciplinary team to ensure good patient care. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal).

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

ENQUIRIES : Ms A Laubscher Tel No: (028) 551-1010

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in 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). The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 06 March 2026, 17:00 PM
- POST 06/359** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: MIXED WARD)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
- CENTRE REQUIREMENTS** : Worcester Regional Hospital
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good problem solving, motivational and leadership skills.
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Ensure accurate collection and recording of data. Render support to the supervisor and colleagues.
- ENQUIRIES APPLICATIONS** : Mr S Bruiners Tel No: (023) 348-1104
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in 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). The pool of applicants will be considered for vacancies within Worcester Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 06 March 2026, 17:00 PM

POST 06/360 : **ELECTRO- ENCEPHALOGRAPHIC ASSISTANT GRADE 1 TO 2 (NEUROLOGY)**

SALARY : Grade 1: R269 106 per annum
Grade 2: R313 800 per annum

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Electroencephalograph (EEG) assistant. Registration with a professional council: Registration with the HPCSA as Electroencephalographic Assistant. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as an Electroencephalograph (EEG) assistant. **Grade 2:** A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as an Electroencephalograph (EEG) assistant. Inherent requirements of the job: After-hours' service is compulsory. Competencies (knowledge/skills): Advanced knowledge of the performance of EEG's and the skill to work with paediatric, adult and geriatric patients.

DUTIES : Perform electroencephalographs on patients in a laboratory, ward and intensive care unit setting. Assist with overnight Polysomnography. Perform overnight polysomnography, multiple sleep latency test and multiple wakefulness test. Participate in Research projects. Participate in on-going quality control and infection control. Participate in training of Clinical Technology students. Perform assigned administrative duties.

ENQUIRIES : Ms E Mollentze Tel No: (021) 938-5500 or email: emmerentia.mollentze@westerncape.gov.za

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

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

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/361 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3 (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R264 750 per annum
Grade 2: R306 411 per annum
Grade 3: R330 540 per annum

CENTRE : Goodwood CDC
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Pharmacy Council (SAPC) as a Pharmacist's Assistant (Post Basic) Institutional or Pharmacist's Assistant (Post Basic). Registration with a professional council: Registration with the SAPC as Pharmacist's Assistant (Post-Basic) or Pharmacist's Assistant (Post-Basic) (Institutional). Experience: **Grade 1:** None after registration as with the SAPC as a Pharmacist Assistant (Post- Basic). **Grade 2:** A minimum of 5 years' appropriate experience after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' relevant experience after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Competencies (knowledge/skills): Good computer literacy. Ability to work as part of a team or independently and work under pressure. Accuracy and attention to detail. Good understanding of Good Pharmacy Practice (GPP) & Ethical working Practice and compliance.

DUTIES : Assist with issuing of pharmaceutical products and ensure quality provision of Pharmaceutical Care, including prescription evaluation. Working under direct supervision of a pharmacist. Assist with the control of stock by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with the support of chronic medication delivery. Assist with the packing of pharmaceuticals products. Assist with the control and

distribution finished pharmacy products. Assist with the collation and organizing of information for research purposes and any reasonable job-related requests within the scope of practice of the Pharmacist Assistant (Post-Basic).

ENQUIRIES APPLICATIONS : Mr T Rawoot Tel No: (021) 827-9120
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates 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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/362 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)**
: Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R228 321 per annum
: Mitchells Plain District Hospital
: Minimum educational qualification: Senior Certificate (or equivalent) with experience/competences that focuses on the Key Performance Areas (KRA's) of the post. Experience: Knowledge and appropriate experience in Supply Chain Management and Warehouse Management. Inherent requirements of the job: Ability to lift and move heavy boxes and stock. Valid driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Outlook). Sound communication, organisational, planning and interpersonal skills. Sound knowledge of a Warehouse Management environment and Logis / Syspro systems of the Western Cape Government Health & Wellness (BAS, LOGIS). Knowledge on matters related to the Accounting Officer's System / Financial Administration (including legislation and policy documents, i.e. PFMA, National Treasury Regulations, and Provincial Instructions). Appropriate knowledge of relevant financial prescripts, departmental policies, delegations and procedures. An aptitude for working with warehouse stock, different stakeholders (users / wards), financial figures and good organizational and stock balance skills. Appropriate knowledge and practical experience in LOGIS, ESL, Electronic Procurement Solutions (EPS) and Microsoft Office.

DUTIES : Prepare and capture documentations (Log1's & issue vouchers) for the Warehouse Management team. Effective control over warehouse stock. Maintain a clean / neat warehouse / storeroom location. Timeous delivery of stock to departments, theatre and clinics in a cost effective and safe manner. Ensure regular warehouse item spot checks and replenishment thereof. Adhere to all prescripts. Support Supervisor and Manager Capture of issues, receipts, donations, disposals etc. Request dues-out reports. Applying of warehouse stock principles (FIFO / LIFO). Handle telephonic and written enquiries.

ENQUIRIES APPLICATIONS : Mr Q Vaughan Tel No: (021) 377-4363
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. 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.
06 March 2026, 17:00 PM

CLOSING DATE

POST 06/363

ADMINISTRATION CLERK: ADMISSIONS (X3 POSTS)

SALARY
CENTRE
REQUIREMENTS

R228 321 per annum
Tygerberg Hospital, Parow Valley
Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Appropriate experience in Patient Reception Services. Inherent requirements of the job: Must be willing to work 12-hour shifts. Comply with internal rotation schedules within the component to ensure continued development and growth for future opportunities and also performing relief duties as required. Competencies (knowledge/skills): Computer literacy in terms of collating, interpreting and inserting data into a spreadsheet. Computer Literacy (Microsoft Word, Microsoft Excel, CLINICOM). Good communication skills (written and verbal). Ability to work under pressure with set deadlines. Excellent interpersonal skills / Client care skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision. Working knowledge of CLINICOM.

DUTIES

Handling of state monies and the safeguarding thereof. Perform all duties associated with collating data onto CLINICOM and rendering of an invoice. Ensure correctness of patient invoices and estimations. All reception, clinic, ward duties as well as special offices. Collection of valid documents in order to classify patients into correct tariff category. Ensuring all appointments are captured and admitted daily. Maintaining correct filing system for patient reception services.

ENQUIRIES
APPLICATIONS

Mr D Pietersen Tel No: (021) 938-6253
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

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

CLOSING DATE

06 March 2026, 17:00 PM

POST 06/364

ADMINISTRATION CLERK: FINANCE (BUDGET AND EXPENDITURE)

SALARY
CENTRE
REQUIREMENTS

R228 321 per annum
Groote Schuur Hospital, Observatory
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 a Finance Department. Competencies (knowledge/skills): Knowledge of Public Finance Management Act. Knowledge of BAS and knowledge of Syspro/Logis. Knowledge of supplier Reconciliations. Good communication skills (written and verbal). Computer literacy (MS Word, Excel).

DUTIES

Making payments to suppliers for goods and services on BAS. Capturing invoices and manual payments on Syspro. Ensure that suppliers charge as per tender or quotation. Ensure that invoices are paid within 30 days and that discounts are taken timeously. Ensure that credits are passed for goods that have been returned and reconciliation of monthly supplier statements. All documentation received must be filed daily.

ENQUIRIES
APPLICATIONS

Ms R Cloete Tel No: (021) 404 2253
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE

06 March 2026, 17:00 PM

POST 06/365

ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT ACQUISITION MANAGEMENT (PROCUREMENT)

SALARY

R228 321 per annum

<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management. Appropriate experience and knowledge in Public Sector Procurement and Supply Chain Management Processes and Procedures. Competencies (knowledge/skills): Ability to work under pressure. Good communication skills (verbal and written). Computer literacy and have knowledge of related procurement systems, SYSPRO, EPS, ESL Knowledge and understanding of relevant acquisition management legislation and regulations. Knowledge of SCM framework, AO System, Provincial Treasury Instructions, Practice Notes and Delegations issued in terms of section 44 of PFMA.
<u>DUTIES</u>	:	Sourcing of Quotations for Goods and Services via the EPS i.e., Buyouts, mini contracts, staggered orders and procuring from contracts to ensure adequate supply of stock. Preparation of Quotation Batches for the Quotation Committee. Processing and expediting of Purchase Orders. Communication/Follow-ups and Feedback with Suppliers and End-users. Be an active member of the innovation team within SCM to improve on processes and work methods.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr JK Pypers Tel No: (021) 404-2338
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post
<u>CLOSING DATE</u>	:	06 March 2026, 17:00 PM
<u>POST 06/366</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (BID ADMINISTRATION)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	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 and Bid administration. Appropriate experience in the procurement of equipment, provisioning of goods and services. Appropriate experience of using the Electronic Procurement Solutions (ePS) quotation tool, SEB, CSD, Syspro and eTender. Appropriate experience in planning and implementation of formal and mini contracts and the management of the relevant contract management tools. Appropriate experience that focuses on the Key Performance Areas of the post. 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 Solutions). Knowledge of tenders & contracts management. Timeous completion of work with minimal errors. Language proficiency and ability to liaise with companies and departments. Computer literacy (MS Word, Excel). Knowledge and skills of Syspro System, Electronic Procurement Solutions (ePS), Western Cape Supplier Evidence Bank, E-Tender.
<u>DUTIES</u>	:	Facilitate and ensure effective and efficient Bid Administration. Ensure effective and efficient procurement of Equipment and Services are done in time, as per approved Budget. Receiving and evaluation of proposals, making supplier recommendations, correct placing of orders according to SCM policies and Correct implementation of procedures and directives relating to procurement. Coordinate and facilitate the Sourcing management process, Record and System management, Effective communication and overall responsiveness. Ensure implementation of procurement plan and assist in the demand management and procurement planning. Provide support to colleagues and supervisors (internal and external).

ENQUIRIES : Ms G Isaacs Tel No: (021) 938-5605
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/367 : **ADMINISTRATION CLERK: SUPPORT (OPERATIONS)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R228 321 per annum
CENTRE : Cape Medical Depot
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook, and Teams). Ability to work independently as well as in a team. Good interpersonal and communication skills. Good organising and numerical skills. The ability to work in a warehouse type situation and have physical dexterity. Ability to work accurately under pressure, meet deadlines and maintain a high work ethic. Ability to comply with applicable legislation.

DUTIES : Administrative support to warehouse operations. Cold Chain and Compliance Documentation. Helpdesk and Customer Service Administration. Reporting, filling, and general office administration.

ENQUIRIES : Ms C Buthezezi Tel No: (021) 483-8804
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine the candidate's suitability based on the post's technical and generic requirements, and the other will be an integrity (ethical conduct) assessment. The pool of applicants may be considered for other vacant Administration Clerk: Support posts within the Chief Director Emergency & Clinical Services Support, for a period of three months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/368 : **ADMINISTRATION CLERK: SUPPORT SERVICES**
Western Cape College of Nursing

SALARY : R228 321 per annum
CENTRE : Head Office, Cape Town, (Central Administration Office, Stikland)
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in support services/assistance. Inherent requirements of the job: Valid (code B/EB) driver's licence. Willingness to travel and work overtime if required. Competencies (knowledge/skills): Computer literacy in Microsoft Word and Excel. Good interpersonal and communication skills. Good numerical skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Ability to communicate eloquently.

DUTIES : Performs advanced clerical tasks & assist with all OHS compliance outputs. Performs field inventory by physically locating, identifying and counting assets. Ordering and control of stock and key control. Responsible for assisting with contract management functions. Assist with Building and maintenance projects administration, and report, follow up on maintenance defaults.

ENQUIRIES : Ms N Johaardien Tel No: (021) 831-5838
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/369 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Garden Route District

SALARY : R228 321 per annum
CENTRE : Alan Blyth Hospital

- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate Supply Chain Management experience. Inherent requirements of the job: Valid (Code B/EB) driver's license Willingness to travel and work at all Public Health Institutions within the Oudtshoorn and Kannaland Sub-District. Competencies (knowledge/skills): Appropriate knowledge of the Accounting Officer System, SCM delegations, PFMA, PTI and NTR. Applied knowledge of Western Cape Supplier Database and Centralized Supplier Database. Ability to handle a high work volume and meet strict deadlines. Ability to function independently, as well as part of a multi-disciplinary team. -Ability to handle conflict and problem-solving situations. Good communicate skills (verbal and write). Knowledge of the Electronic Procurement System (EPS) and LOGIS procurement system. Computer literacy (Outlook, Word and Excel).
- DUTIES** : Perform tasks related to procurement administration, such as inviting of quotes on EPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Capturing of various documents on Supply Chain System and filing of documents. Management of assets: Disposal process, movements, stock taking and compliance. Constant spot check with BI-annual stocks and assist with input for the preparation for the Annual Financial Statements. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Adhere to and implement Occupational and Health and Safety standards.
- ENQUIRIES APPLICATIONS** : Mr M Flink Tel No: (028) 551 -1010
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subject to competency testing. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 06 March 2026, 17:00 PM
- POST 06/370** : **STAFF NURSE GRADE 1 TO 3 (EC OPD OVERNIGHT)**
Overberg District
- SALARY** : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum
- CENTRE REQUIREMENTS** : Hermanus Hospital
: Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Willingness to work overtime. Willingness to work nightshift, shifts, weekends and public holidays. Relieve in all areas. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively.
- DUTIES** : Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Ms ME Klem Tel No: (028) 313-1166
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable on health professionals who apply for the first time for registration in

a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Overberg District, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE

: 06 March 2026, 17:00 PM

POST 06/371

: **STAFF NURSE GRADE 1 TO 3 (VARIOUS INSTITUTIONS) (X4 POSTS)**

Chief Directorate: Metro Health Services

SALARY

: Grade 1: R220 614 per annum

Grade 2: R262 287 per annum

Grade 3: R306 798 per annum

CENTRE

: Bishop Lavis CHC (X1 Post)

MOU Bishop Lavis CHC (X1 Post)

Goodwood CDC (X1 Post)

Symphony Way CDC (X1 Post)

REQUIREMENTS

: Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None after registration with SANC as a Staff Nurse. **Grade 2:** A Minimum of 10 years appropriate/recognisable experience in nursing after registration as a Staff Nurse with SANC. **Grade 3:** A Minimum of 20 years appropriate/recognisable experience in nursing after registration as a Staff Nurse with SANC. Inherent requirements of the job: Will be required to work shifts, public holidays, night duty, after hours and weekends. Willingness to work in the geographical PHC facilities within the Northern Tygerberg substructure, when operationally required Ability to work under pressure. Competencies (knowledge/skills): Ability to work in the multi-disciplinary team. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice.

DUTIES

: Development and implementation of basic patient care. Provide basic clinical nursing care Effective utilization of physical and financial resources Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.

ENQUIRIES

: Ms P Ngcaba Tel No: (021) 508-4611 or Ms R Rula Tel No: (021) 827-9120 or Ms G Naude Tel No: (021) 204-9400

APPLICATIONS

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

NOTE

: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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). "The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post." Candidates will be subjected to a practical/oral assessment.

CLOSING DATE

: 06 March 2026, 17:00 PM

POST 06/372

: **STAFF NURSE GRADE 1 TO 3 (TRAUMA & OPD)**

Cape Winelands Health District

SALARY

: Grade 1: R220 614 per annum

Grade 2: R262 287 per annum

Grade 3: R306 798 per annum

CENTRE

: Robertson Hospital

REQUIREMENTS

: Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after

registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts including night duty, weekends and public holidays. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.

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

ENQUIRIES : Mr SM Kortje Tel No: (023) 626-8503
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). " The pool of applications will be considered for vacancies within Langeberg Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the of the advertised post.

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/373 : **STAFF NURSE GRADE 1 TO 3 (CHRONIC WARD)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum

CENTRE : Metro TB Hospital Complex (Brooklyn Chest Hospital)
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate / recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years appropriate / recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays, night duty and overtime when necessary. Willingness to rotate between wards within hospital. Competencies (knowledge/skills): Basic communication skills (both written and verbal). Ability to function as part of a team. Enhance patient care through the implementation of SOP's, policies, and guidelines.

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

ENQUIRIES : Ms G Mashaba Tel No: (021) 508-7408 / (021) 713-7627
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in 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 with the SANC after obtaining their qualification. The pool of applicants will be considered for similar vacant posts within Metro Health Services for a period of 3 months from date of advert.

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/374 : **LIBRARIAN ASSISTANT**

SALARY : R193 359 per annum
CENTRE : Western Cape College of Nursing, Boland Overberg Campus (Worcester)
REQUIREMENTS : Minimum educational qualification: Grade 12 / Senior Certificate plus competencies. Experience: Appropriate experience in a Library environment. Appropriate exposure to working in an academic library environment. Inherent requirements of the job: Good verbal and written communication skills. Reliability, mobility, confidentiality and integrity. Competencies (knowledge/skills): Good interpersonal skills. Good administrative skills. Knowledge of library operations and circulation procedures. Computer literacy (MS Office, library systems) and technical skills. Strong communication and customer service skills. Organisational awareness, attention to detail, and problem-solving ability. Adaptability and independence suited to a rural campus environment.

DUTIES : Ensure and promote customer focussed service: Provide information services to students and staff, Participating in shift work, marketing relevant services and resources. Comply to the library policies, guidelines, copyright and legal compliances in the library. Circulation related tasks: Checking in and out library materials, managing holds and reserves, capturing receipts, patron registration. Administrative tasks and functions: Data entry, Photocopy and printing support, maintaining library spaces, record keeping, filing. Collection management: Responsible for the maintenance and preparation of library material, responsible for shelving and shelf reading of library material according to classification systems, inventory management. Provide assistance to students and staff in accessing and using library resources. Contribute to marketing library services and resources, and assist in training initiatives for users.

ENQUIRIES : Ms N Vajat Tel No: (021) 684-1204/1205
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/375 : **HOUSEKEEPING SUPERVISOR**
Chief Directorate: Metro Health Services

SALARY : R193 359 per annum
CENTRE : Delft CHC
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in housekeeping and cleaning in a health care facility environment. Appropriate experience in management and ordering stock. Inherent requirement of the job: Willingness to work 12-hour shifts and after hours (night duty, weekends and public holidays). Willingness to work overtime on short notice when required. Ability to perform physical tasks e.g. utilization of cleaning equipment etc. Competencies (knowledge/skills): Supervisory Skills, delegation of duties and optimal utilization of sub-ordinates. Understanding hospital waste management, Infection Prevention & Control, Linen management and time management.

DUTIES : Supervise the provisioning of housekeeping, cleaning, safeguarding, maintenance services and inspect the duties of the Household Aids. Ensure a high standard of cleaning by effective management of waste control. Handle administrative duties e.g. leave, correspondence, reports etc. Supervise human and physical resources. Supervise linen operations. Develop and manage duty rosters for housekeeping staff as well as do in-house training. Supervision and allocation of staff and delegation of functions.

ENQUIRIES : Ms B Stuurman Tel No: (021) 954-2237
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those

of the advertised post. Candidates will be subjected to a practical/oral assessment.

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/376 : **LINEN SUPERVISOR**
Overberg District

SALARY CENTRE REQUIREMENTS : R193 359 per annum
Hermanus Hospital
Minimum educational qualification: General Educational and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in laundry experience in a Hospital/Clinic environment. Inherent requirements of the job: Willingness to do manual labour (heavy linen bags) and assist in other departments when required. Able to handle heavily soiled linen containing human excretions and blood. Physically fit and able to lift heavy items. Competencies (knowledge/skills): Proper working knowledge of all laundry/linen policies, protocols, procedures and good work ethics. Good interpersonal, organizing and decision-making skills. Knowledge of inventory/stock control. Ability to work in a team and independently. Computer literacy (Microsoft Word and Excel). Good communication skills.

DUTIES : Supervise Linen/laundry service and operate machinery and equipment, supervision and control. Supervise personnel, HR and general administration. Render an administration service. Liaise with laundry management. Monitor quality standard in the laundry.

ENQUIRIES APPLICATIONS : Mr T De Wet Tel No: (028) 312-1166
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/377 : **STERILISATION OPERATOR PRODUCTION**
Garden Route District

SALARY CENTRE REQUIREMENTS : R163 680 per annum
Oudtshoorn Hospital
Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts (day and night duty), including weekends and public holidays. Competencies (knowledge/skills): Good interpersonal relations skills. Physically fit to lift heavy objects, push heavy trolleys, bend down, and stay on feet for long hours. Ability to work in a co-operative way within a team context. Good communication skills (written and verbal).

DUTIES : Collect and deliver soiled and clean linen and packs to and from theatre and wards. Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilisation of instruments, linen, and supplies. Assist with cleaning and testing of sterilisation equipment, washing machines and autoclaves. Maintain equipment in an optimum working condition. Cost effective utilisation of resources, monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments/equipment. Support to the supervisor and team members.

ENQUIRIES APPLICATIONS : Mr CB Olivier Tel No: (044) 203 - 7203
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/378 : **PORTER**
Garden Route District

SALARY : R138 486 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a hospital and Porter environment. Inherent requirements of the job: Willingness to work shifts, including nightshift, weekends, overtime and public holidays. Willingness to do mortuary duties, i.e., removal of corpse from wards. The ability to perform tasks such as lifting patient's from/onto beds, trolleys and wheelchairs and stay on your feet for long hours. Competencies (knowledge/skills): Good interpersonal relations skills. Communication skills (written and verbal). Ability to work cooperatively within a team context.

DUTIES : Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Assist with loading patients into and out of ambulances/vehicles. Assist with the transfer of patients to beds/trolleys and vice versa. Responsible for the transportation of corpses from wards to the mortuary, entering details in the mortuary register and accountable for cleaning the mortuary. Direct or accompany visitors to various destinations and reply to requests from wards/clinics. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment and other admin areas. Support for the supervisor and team members.

ENQUIRIES : Mr SR Papa Tel No: (044) 203 -7200
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/379 : **FOOD SERVICES AID**
Chief Directorate: Metro Health Services

SALARY : R138 486 per annum
CENTRE : Alexandra Hospital
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in a large scale, Industrial Food Service Unit in a hospital environment. Inherent requirements of the job: Willingness to work shifts, public holidays, weekends and overtime. Must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles.

DUTIES : Assist in the receipt and storage of all provisions and stock in the Food Service Unit. Pre preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operational procedures.

ENQUIRIES : Ms S Abdurahman Tel No: (021) 503-5023
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 06 March 2026, 17:00 PM

- POST 06/380** : **DRIVER (LIGHT DUTY VEHICLE)**
West Coast District
- SALARY** : R138 486 per annum
CENTRE : Saldanha PHC
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience of transporting personnel and goods. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Valid Public Driving Permit (PDP). Physically fit and able to lift and load heavy items. Competencies (knowledge/skills): Must be able to speak clearly, read and write accurately. Knowledge of Transport regulations (Handbook 1 of 2019). Ability to accept accountability, responsibility and to work independently.
- DUTIES** : Daily transporting of post, packages, medication, goods and equipment and if necessary official passengers. Perform administrative duties pertaining to GG vehicles and ensure accurate and detailed completion of daily logbooks. Conduct routine inspection, maintenance, cleaning of vehicle and report any defects. Perform routine administrative duties when required and respond to emergencies when necessary. Support to supervisors and clinics when required.
- ENQUIRIES** : Ms BD Breedekamp Tel No: (022) 709-5066
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. 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.
- CLOSING DATE** : 06 March 2026, 17:00 PM
- POST 06/381** : **DRIVER (SUPPORT SERVICES)**
Chief Directorate: Metro Health Services
- SALARY** : R138 486 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience as driver in an hospital environment. Inherent requirement of the job: Code (B or EB) driver's licence. Willingness to work shifts and night duty. Willingness to work overtime. Willingness to perform standby duties after hours, including weekends. Access to lock-up garage at residence or behind locked gates. Competencies (knowledge/skills): The ability to communicate effectively. Good knowledge of road network in the Peninsula. Knowledge of Transport Circular U2 33-2009The ability to accept accountability and responsibility and to work independently and unsupervised. Ability to work under pressure.
- DUTIES** : Transport goods and services from one point to another and transport personnel from one point to another. Responsible for completion of vehicle log sheets. Assist Transport Officer with basic administrative and general tasks. Responsible for basic maintenance of vehicles (cleaning, reporting of defects, take vehicles for services and repairs, etc).
- ENQUIRIES** : Mr BC du Toit Tel No: (021) 918-1230
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Chief Director Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 06 March 2026, 17:00 PM
- POST 06/382** : **FOOD SERVICES AID (CATERING)**
Chief Directorate: Metro Health Services
- SALARY** : R138 486 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Basic reading, writing and numerical abilities (basic mathematics). Experience: Appropriate experience in an

Industrial Food Services Unit. Inherent requirements of the job: Prepared to work shifts, weekends and public holidays. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Responsible for own transport. Competencies (knowledge/skills): The ability to function in a group and to work under pressure. Knowledge of HACCP, National Guidelines of safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment and Health and Safety policies. Knowledge of basic cleaning and maintenance of equipment used in the milk kitchen and Food Service Unit. Knowledge with regards to the functioning of a hospital milk kitchen.

DUTIES : The preparation and distribution of milk feeds to the wards, according to prescribed standardized recipes and the standard operation plan, and temperature control during the various processes. Assist with the receipt, storage and stock control of food and milk kitchen supplies and maintain record keeping and statistics of milk feeds delivered to the wards. Pre-prepare and prepare, dish up and distribute normal and special diets. Follow and maintain general hygiene and safety directives in the food service unit and milk kitchen including for the use of apparatus and equipment, and washing of crockery, cutlery and cooking utensils. Maintain safety measures for apparatus and equipment, and report broken apparatus and equipment. Assist with the informal in-service training of new employees.

ENQUIRIES : Mr R Broekhuizen Tel No: (021) 918-1385
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Chief Director Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/383 : **CLEANER**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : R138 486 per annum
CENTRE : Emergency Medical Services, Overberg District
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a Cleaner in a health facility environment. Proven experience in duties as mentioned below. Inherent requirements of the job: Willingness to work shifts and on weekends. Competencies (knowledge/skills): Good time management. Knowledge of Health and Safety procedures.

DUTIES : Cleaning of all offices, common areas, kitchens and ablution facilities of the EMS Base/Grounds, including deep cleaning and detailed cleaning tasks. Provide a clean, safe, and hygienic environment to prevent injuries and the spread of infection which includes sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment e.g., polishing and scrubbing machines, mops, brooms, buckets etc. are clean after usage and securely stored. -Ensure removal of general waste from building daily. Notify management of deficiencies or repairs required and ensure good stock control processes. Relief according to the needs of the service.

ENQUIRIES : Ms Y Avontuur Tel No: (028) 212-9111
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 06 March 2026, 17:00 PM

POST 06/384 : **MEDICAL OFFICER GRADE 1 TO 3 (SURGERY) (10 SESSIONS PER WEEK)**
 Chief Directorate: Metro Health Services
 (Contract until 31 March 2027)

SALARY : Grade 1: R482 per hour
 Grade 2: R550 per hour
 Grade 3: R636 per hour

CENTRE : Mitchells Plain District Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience and skills in surgical care to manage a ward, theatre and outpatients at a large district level hospital. Ability to work in a team and all levels of staff. Must be able to perform amputations and minor surgical procedures safely and without surgical supervision. Candidates must be able to perform basic diagnostic upper endoscopy.
<u>DUTIES</u>	:	Clinical management of all acute and non-acute surgical and trauma emergencies at a busy district level hospital. Management of critically ill patients including resuscitation of patients while awaiting transfer to tertiary level care. Supervision and teaching of students and interns. Provide a proficient administrative service regarding all clinical and non-clinical matters and medicolegal work. Provide guidance and leadership towards strategic goals and objectives of the department. Ensure cost efficient service at clinical level with regards to laboratory services, blood, medicines, consumables and equipment.
<u>ENQUIRIES</u>	:	Dr F Gool Tel No: (021) 377- 4382
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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) The pool of applications will be considered for vacancies within Department of Health and Wellness, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	06 March 2026, 17:00 PM
<u>POST 06/385</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (20, 8, 3, AND 12 SESSIONS) (X4 POSTS)</u> Cape Winelands Health District (Contract till 31 March 2027)
<u>SALARY</u>	:	Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<u>CENTRE</u>	:	Drakenstein Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after

registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid driver's licence. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level and Knowledge applicable to South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Service. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Drakenstein Sub district (including Saron/Gouda), guiding health care colleagues in managing difficult PHC cases. Provide quality outpatient care to patients in Drakenstein SD Primary Healthcare facilities. Provide an Outreach and Support service to PHC facilities in the Drakenstein Sub district (including Saron & Gouda) Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Drakenstein Sub district facilities as required. No compulsory Commuted Overtime (COT) duties.

- DUTIES** : Provide quality outpatient care to patients in Drakenstein SD Primary Healthcare facilities. Provide an Outreach and Support service to PHC facilities in the Drakenstein Sub district (including Saron & Gouda) Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Drakenstein Sub district facilities as required. No compulsory Commuted Overtime (COT) duties.
- ENQUIRIES** : Dr P van Wyk (Family Physician) Tel No: (021) 877-6449 or Dr R Gaffoor (Clinical Manager) Tel No: (021) 877-6400
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in 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). The pool of applications will be considered for vacancies within Drakenstein Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 06 March 2026, 17:00 PM
- POST 06/386** : **MEDICAL OFFICER GRADE 1 TO 3 (20 SESSIONS P/WEEK)**
Chief Directorate: Metro Health Services
(Contract 01 April 2026 until 31 October 2027)
- SALARY** : Grade 1: R482 per hour
Grade 2: R550 per hour
Grade 3: R636 per hour
- CENTRE** : Metro TB Hospital Complex (DP Marais Hospital)
- 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 Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South

Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to work in integrated multi-disciplinary teams across platforms. Computer Literacy (MS Office).

- DUTIES** :
- Provision of clinical services. Clinical management of all TB patients, referrals, admissions and new patients. Interact and co-operate with colleagues and other health services. Liaison with clinics, hospitals and other health services. Ensure cost effective and safe usage of drugs. Provide support to Head of Department. Participate in departmental activities and meetings. Undertake general administrative tasks and tasks delegated by the Head of Department. Serve on delegated committees and participate in operational research.
- ENQUIRIES** :
- Dr JB Te Riele Tel No: (021) 508-7400
- APPLICATIONS** :
- Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** :
- No payment of any kind is required when applying for this post. Candidates who are not in 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). The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** :
- 06 March 2026, 17:00 PM