the dpsa
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 33 OF 2026
DATE ISSUED 11 SEPTEMBER 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 PUBLIC WORKS AND INFRASTRUCTURE:** Kindly note that the following position was advertised in Public Service Vacancy Circular 29 dated 14 August 2026, with an initial closing date of 11 September 2026: Director: User Demand Management: Defence, Ref No: 2026/308B (X1 Post), Centre: Head Office (Pretoria). The above position was advertised with an incorrect job title. The correct job title should read: Director: User Demand Management: Justice and CD NAP and PP, Ref No: 2026/308B (X1 Post), Centre: Head Office (Pretoria). Please note that an erratum was subsequently issued to extend the closing date to 09 October 2026. The extended closing date of 09 October 2026 remains unchanged. Note: Kindly be informed that applicants who submitted their applications under the advertised title "Director: User Demand Management: Defence", Ref No: 2026/308B (X1 Post) will be considered for the position under the corrected job title indicated above.

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL: DEPARTMENT OF TRANSPORT: Kindly note that the post of Engineering Technician Production Grade A-C: Ground Survey Empangeni (01 Post) (Ref. No. DOT 156/2026), advertised in Public Service Vacancy Circular 29 dated 13 August 2026, has been withdrawn. Take note that the post of Tradesman Aid: Ground Survey Empangeni (X1 Post) (Ref. No. DOT 451/2025), advertised in Public Service Vacancy Circular 43 dated 21 November 2025, has also been withdrawn.

PROVINCIAL ADMINISTRATION: LIMPOPO: DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE: Kindly note that the number of posts on Post no 32/262: Civil/Structural Engineer (Grade A-C) is x2. The centre for Post no 32/291 Artisan Production Grade A: Drainage structures is Vhembe district not Capricorn.

PROVINCIAL ADMINISTRATION: MPUMALANGA: DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIRONMENTAL AFFAIRS: Kindly note that the following posts were advertised in Public Service Vacancy Circular 31 dated 28 August 2026. Scientific Production Grade A Agronomy and Horticulture Ref No. DARDLEA/2026/08/19 and DARDLEA/2026/08/20 Directorate to change from Animal Research and Technology Development Services to Plant Research and Technology Development Services and Scientific Production Grade A Aquaculture Ref No. DARDLEA/2026/08/21 work station to be changed from Cycad Building, Mbombela to Head Office Enquiries: Ms. SP Shongwe Tel No: (013) 766 6003 or Mr. MG Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476 and Senior Agricultural Advisor: Crop Production Ref No. DARDLEA/2026/08/49 work station to be changed from Ehlanzeni North District to Bushbuckridge North. Position: Agricultural Advisor: Crop Production Ref No. DARDLEA/2026/08/54 workstation to be changed from Nkangala District to Thembisile Hani Municipality.

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ANNEXURE A

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE : 28 September 2026 at 16:00

NOTE : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. 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. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.
ERRATUM: Kindly note that the post of Deputy Director: Human Resource Policy with Ref No: 3/3/1/82/2026, which was advertised in the Public Service Vacancy Circular 32 dated 04 September 2026, the Employment Equity (EE) Targets has been amended as follows: Africans, Whites, Indians and Persons with disability.

OTHER POSTS

POST 33/01 : **STATE VETERINARIAN REF NO: 3/3/1/83/2026**
Directorate: Animal Health

SALARY : R932 292 per annum (Level 11)

CENTRE : Mpumalanga: Skukuza

REQUIREMENTS : Applicant must be in possession of a Grade 12 Certificate and Bachelor of Veterinary Science (BVSc / BVMCh) Registration with the South African Veterinary Council as a Veterinarian Job related work experience: A minimum

of one (1) year of experience as a State Veterinarian or Compulsory Community Service veterinarian in a regulatory state veterinary area in South Africa. Job related knowledge: Applications for the Animal Diseases Act, 1984 (Act No. 35 of 1984). Practical working knowledge and experience in application of Meat Safety Act, 2000 (Act No. 40 of 2000). Knowledge and practical experience of laboratory international standards ISO-IEC 17025. Knowledge and practical experience of import and export facilitation. Job related skills: Analytical skills. Research skills. Ability to communicate clearly, both verbally and written. Administration and organisational skills. Ability to function efficiently under various types of pressure with professionalism and integrity. Complex problem-solving skills. Ability to think logically and adapt to change. Ability to maintain good interpersonal relationships and work in a team. Ability to work extended working hours. Valid weapons' competency certificate for handguns, shotguns and rifles. Relevant firearm license. Valid driver's license.

DUTIES : Wildlife disease surveillance, monitoring, control and delivery of a clinical and diagnostic services. Plan, direct, supervise and co-ordinate wildlife disease surveillance, monitoring and control. Performing necropsies of various species, managing sample processing and disease diagnostic services in the laboratory. Provide a health plan for ECI dogs as well as clinical and emergency services for working dogs (ECI, SAPS, SANDF). Plan, supervise wildlife disease epidemiological investigations and expand into applied disease research. Collaboration on scientific papers with regards to various controlled diseases or novel wildlife emerging diseases. Perform procedures and functions relevant to Veterinary Public Health activities. Plan, provide and coordinate a wildlife veterinary public health service. Field inspections during culling operations and carcass inspections at abattoir. Sanitary and quality control of final products and abattoir compliance. Inspections assist with activities pertaining to plant collection missions. Disease risk assessment, extension and information services. Provide information services to the conservation agencies and wildlife industry and participate on Departmental Advisory Groups. Stray buffalo/livestock control and communication to relevant stakeholders. Lectures to HR's, visiting students, on controlled diseases, conservation and financial impacts. Contribute to risk analysis services with emphasis on wildlife translocations and wildlife associated diseases. Advise Provincial Veterinary Directors, State Veterinarians, Private Veterinarians and Farmers on buffalo diseases testing and movement. Assess the needs and status of Gene bank facilities and equipment. Develop policies, norms, standards and legislation for the prevention and control of animal disease. Assist in the process of developing, formulating, modifying and analysing policies, norms, standards and legislation for managing wildlife disease risks and disease control (including fences). Section 20 assistance and evaluation of projects. Assistance with wildlife related litigation involving the Department. Office and personnel administration. Compile monthly reports and update all relevant registers. Budgeting, procurement and financial planning (follow-up & control) and training. Attendance of relevant meetings/ workshops/ seminars.

ENQUIRIES : Dr M Swanepoel Tel No: (012) 319 7481

APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SVrecruit83@nda.gov.za

NOTE : EE Target: African, Coloured Males and African Females and Persons with disability.

POST 33/02 : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: 3/3/1/84/2026 (X3 POSTS)**
Directorate: Diversity Management and Transformation Strategies
(12 Months Fixed Term Contract

SALARY : R487 197 per annum (Level 09), (plus 37% in lieu of benefits)

CENTRE : Gauteng: Pretoria

REQUIREMENTS : Applicant must be in possession of a Grade 12 Certificate and a National Diploma or Degree in Labour Relations/Labour Law/Human Resources Management/ Public Administration (NQF 6). Minimum of three (3) years supervisory experience in the field of Labour Law / Labour Relations. Job related knowledge: Experience and knowledge of the following legislations: Labour and Employment Legislation and Public Service Regulations. Job related skills: Investigation skills, Report writing skills, Computer Literacy,

		Communication skills, (written and verbal) Negotiation skills, Conflict resolution skills, Problem solving skills, Interpersonal skills, Presentation and facilitation skills, Analytical skills. Must have a valid driver`s license, work irregular hours and willing to travel.
DUTIES	:	Facilitate the prompt finalisation of grievance: Monitor implementation and adherence of prescripts governing grievances. Facilitate grievance cases and ensure that they are dealt within 30 working days/agreed upon timeframes. Ensure effective advice towards the resolution of grievances. Ensure prompt referral of grievances to the Executive Authority (EA) and Public Service Commission (PSC) when necessary. Ensure and monitor the implementation of grievances. Effective application of labour relations policies, procedures, regulations and legislation: Provide advice to clients and ensure effective and efficient application of labour relations policies. Facilitate the effective finalisation of disputes: Identify cases that need to be dealt with by legal services or external service providers / counsel. Proper preparation and presentation of cases. Obtain mandate and/or negotiate settlement agreements to resolve disputes where applicable. Represent the Department at conciliation and arbitration. Manage an effective labour relations reporting system for allocated cases: Timeous submission of monthly statistics. Assist in compilation of quarterly, annual and ad hoc reports. Monitor and capture all grievance cases in PERSAL. Facilitate capacity building programs: Provide and facilitate training to business unit on request. Advise employees daily. Assist in the implementation of misconduct guidelines and processes: Opening misconduct files and filing of misconduct documents. Facilitate finalisation of disciplinary cases and ensure that they are finalised within 90 calendar days. Ensure the implementation of the outcome of formal and informal disciplinary process. Supervise, monitor and ensure the implementation of the outcome of formal and informal disciplinary processes. Provide efficient and effective advice on disciplinary matters. Draft, Initiate and finalise all formal disciplinary processes. Monitor PERSAL on the outcome of the disciplinary process. Draft reports on misconduct matters.
ENQUIRIES	:	Mr Leonard Makgato Tel No: (012) 319 7229
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ASDERrecruit84@nda.gov.za
NOTE	:	EE Target: Africans, Indians, Coloureds, Whites and Persons with Disabilities.

ANNEXURE B

DEPARTMENT OF DEFENCE

APPLICATIONS	:	Department of Defence, Office of the Secretary for Defence, Private Bag X910, Pretoria, 0001 or you may hand deliver to ARMSCOR Building C/O Nossob & Delmas Ave, Erasmuskloof Ext 4, Pretoria, 0001 or email to zama.mahlangu@dod.mil.za
CLOSING DATE	:	28 September 2026 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
NOTE	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan. 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 website 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. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. 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. The level of appointments is dependent upon, qualifications, relevant experience and research output. 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. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. 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. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POST

POST 33/03	:	**PERSONAL ASSISTANT REF NO: SECDEF/30/33/26**
SALARY	:	R338 106 – R398 277 per annum (Level 07)
CENTRE	:	Armscor Building, Erasmuskloof, Pretoria.

REQUIREMENTS	:	Grade 12 (NQF Level 4) or equivalent with Secretarial Diploma. A National Diploma (NQF Level 6) will serve as an added advantage or equivalent qualification. A minimum of three (3) years collective experience, rendering a support service to Senior Management and executive administrative support services inclusive of report writing and briefing preparation with strong organisational skills to Senior Management. Knowledge of Public Service legislation, Records Management, Office Administration, and Financial Administration. Special requirements (skills needed): Sound organisational skills and time management skills. Good people skills. High level of reliability. Proven written and verbal communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation. Proven computer skills including use of PowerPoint computer program.
DUTIES	:	A successful candidate will be required to perform the following duties: Provide secretarial, reception and administrative support services to the Secretary for Defence. Receive visitors, screen and direct telephone calls and handle enquiries in professional manner. Ensure efficient and effective administrative support to the Secretary for Defence in accordance with departmental requirements. Scrutinises documents to determine actions/information/other documents required for meetings. Maintain an effective filing and records management system and administrative co-ordination in accordance with applicable policies and procedures. Remain abreast of relevant legislation, prescripts, policies, procedures and directives applicable to the work environment. Prepare and compile briefing notes, reports, correspondence, submissions, other documents and relevant information for the Secretary for Defence as required. Coordinate logistical arrangements for meetings, including venues, catering, documentation and technical requirements. Coordinates the procurement of goods and items for the activities of the Secretary for Defence. Coordinates the travel and accommodation arrangements for the Secretary for Defence during meetings and visits. Liaise with internal and external stakeholders on behalf of the Secretary for Defence. Maintain confidentiality of sensitive information and documents at all times.
ENQUIRIES	:	Ms Zama Mahlangu Tel No: (012) 355-6206

ANNEXURE C

DEPARTMENT OF EMPLOYMENT AND LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling 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.

CLOSING DATE : 28 September 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE : Online application must include an application form Z83 and CV as one attachment, indicate the correct job title and correct reference number of the post on the email. Use the correct email address associated with the post. Applications quoting the relevant reference number, correct job title and correct name of the Department 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 old Z83 application form will not be considered. Each application for each post (s) must have its own application form. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV and a completed, initialled and signed Z83 application form is required. 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 the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Failure to submit all the requested documents will result in the application not being considered. Applicants who do not comply with the application instructions/requirements, as well as applications received late will not be 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. The requirements for application of Senior Management Services (SMS) include the successful completion of an SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicant's own expense. 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/. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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 soley for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. Successful candidates will be required to enter into an employment contract and a performance agreement. The Department reserves the right not to make any appointment(s) to the below advertised post(s). Correspondence will be limited to shortlisted 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. The Department is an equal opportunity affirmative action employer. The Employment Equity targets will be taken into consideration during the selection process. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

MANAGEMENT ECHELON

POST 33/04 : **DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/3/3DLAP/UIF**

SALARY : R1 317 384 per annum, (all-inclusive salary package)
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : An undergraduate qualification (NQF 7) as recognized by SAQA /Public Management/ Public Administration/ B-com in Accounting/ Finance/ LLB/ Auditing/ Risk Management/ Project Management. Pre-entry certificated for Senior Management Services. Five (5) years' experience at Middle/ Senior management level in Labour Activation Programme/ Public Employment Programmes/ Enterprise Development environment/, financial management, grant management, monitoring and evaluation of funds, governance, risk and compliance. Experience in managing large-scale public sector programmes and funded entities will be added advantage. Knowledge: Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Diversity Management. Strategic Management. Project Management. Financial Management. Risk Management and compliance. Audit Processes. Skills: Financial Management. Risk Management. Project Management. Strategy Management. Diversity Management. Policy Analysis and Development. Computer Literacy. Communication (verbal and written). Quality Management. Research Methodology. Problem Solving and Decision Making. Contract Management. Monitoring and Evaluation.
DUTIES : Manage the development and implementation of the strategies and policies to guide the monitoring of Labour Activation Programme, TERS Funding. Lead the provision of funding to the institutions identified with the responsibility of executing Labour Activation Programmes. Strategically manage and maintain partnerships and network with relevant stakeholders involved in Labour Activation Programmes. Provide strategic advice and reports to the UIF Board, Investment Committee, Audit Committee, Executive Management, Minister, Director-General and other relevant governance and oversight structures. Lead the coordination of internal and external audit processes, including AGSA audits, relating to LAP and ensure the timely implementation of audit recommendations and corrective action plans. Manage resources (Human, Finance, Equipment/ Assets).
ENQUIRIES : Ms NB Mnconywa Tel No: (012) 337 1460
APPLICATIONS : Direct your applications to: Jobs-UIF18@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Practices
NOTE : Priority will be given to African Males, Coloured Females, Indian Males, White Males and Persons with disability.

OTHER POSTS

POST 33/05 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/7/165**

SALARY : R1 101 468 per annum, (all-inclusive salary package)
CENTRE : Barberton Labour Centre
REQUIREMENTS : Three (3) years National Diploma (NQF 6) / Undergraduate bachelor's degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science, Engineering Sciences, Public Administration / Management, Business Administration / Management, Operations Management, Project Management, Three (3) years Legal qualification. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years functional experience in Labour Market Operations/Service delivery environment. Valid Driver's license. Knowledge: Public Finance Management Act. Treasury Regulations. Supply Chain Management processes. Asset Management. All labour Legislations. Departmental Policies and Procedures. Public Service Regulations. Batho Pele Principles. Skills: Management. Computer. Presentation Skills. Communication (Both Verbal and written). Interpersonal. Conflict Management. Leadership. Project Management. Diversity Management. Change Management, Monitoring and Evaluation.
DUTIES : Manage the service delivery objectives as per mandate of the Department of Employment and Labour. Represent the Department in key stakeholder

		forums, including interdepartmental structures of government and municipalities, including those dictated by the District Development Model (DDM). Implement and manage service delivery improvement interventions. Manage all resources of the Labour Centre. Manage and ensure compliance with ALL HRM policy directives and legislation including the Public Service Act and Regulations.
ENQUIRIES	:	Rev MG Sibanyoni Tel No: (013) 655 8702
APPLICATIONS	:	The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. Email: Jobs-BBN@LABOUR.gov.za
NOTE	:	Priority will be given to Coloured Males, Coloured Females, Indian Males, Indian Females, White Males and White Females
POST 33/06	:	**COUNSELLOR GRADE1 REF NO:HR 4/4/8/1014**
SALARY	:	Grade 1: R741 102 – R821 070 per annum, (OSD) Grade 2: R844 128 – R935 045 per annum, (OSD) Grade 3: R953 094 – R1 055 292 per annum, (OSD)
CENTRE	:	Petrusburg, Free State
REQUIREMENTS	:	A Four-year B-Psych degree/ Honours degree in Psychology/ Honours degree in Industrial Psychology. Experience: **Grade 1**: 0 years' experience, **Grade 2**: 8 years' experience, **Grade 3**: 16 years' experience. Registration with Health Professional Council of South Africa (HPCSA) as a Registered counsellor (Independent practice) or Psychometrist (Independent practice). Knowledge: International Labour Organisation, Financial Management, Human Resource Management, Public Service Act, Skills Development Act, Unemployment Insurance Act, Health Professions Act, Employment Equity Act, COIDA and POPI Act. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership and Networking.
DUTIES	:	Provide technical support to labour centres for the delivery of Employment Counselling services. Manage the referral of work seekers to relevant Employment Services and active Labour Market interventions. Co-ordinate the dissemination of Employment and Career information to Labour Centres. Establish and manage relationships between Employment Counsellors and relevant organisations. Co-ordinate the administration of Psychometric Assessment. Supervise Administrative Personnel.
ENQUIRIES	:	Mr D Naman Tel No: (053) 574 0623
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein or email: jobs-fs3@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Operations, Free State
NOTE	:	Priority will be given to African Males, African Females, African with Disabilities and Coloured Females.
POST 33/07	:	**ASSISTANT DIRECTOR: HUMAN RESOURCES OFFICE & EMPLOYMENT RELATIONS REF NO: HR4/4/8/1020**
SALARY	:	R487 197 per annum
CENTRE	:	Provincial Office: Free State
REQUIREMENTS	:	Three-year tertiary qualification in Human Resource Management, Driver's License. Two (2) years' supervisory experience. Two (2) years functional experience doing Human Resource and Employment Relations Services. Knowledge: Public Service Transformation and Management Issues, White Paper on Transformation of the Public Service, Ability to convert policy into action Human Resource Systems and Procedures, Public Service Act and Resolutions, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards. Legislative requirements: Public Service Act, Public Service Regulations Act. Skills: Administration and financial management, Project management, Interpersonal, Communication (Verbal and Written), Computer Literacy, Analytical, Problem Solving, Conflict Management and People Management.
DUTIES	:	Coordinate and monitor the implementation of Human Resource Management policies in the Province. Monitor and provide advice on the implementation of Employee Relations policies and prescripts. Coordinate and manage the implementation of Employment Equity programmes. Monitor the administration of service benefits. Manage staff and all of the Sub-Directorate.

ENQUIRIES	:	Mr SZ Segalo Tel No: (051) 505 6206
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-ASD-HRMFS@labour.gov.za
NOTE	:	Priority will be given to African Males, African Females, Africans with Disability, White Males and White Females.
POST 33/08	:	**ASSISTANT DIRECTOR: HRM & ER REF NO: HR4/4/4/09/01** (Three (3) Years Contract)
SALARY	:	R487 197 per annum, plus 37% in lieu of benefits.
CENTRE	:	Provincial Office: Gauteng
REQUIREMENTS	:	An undergraduate qualification in Human Resource Management / Public Management/ Employee Relations at NQF Level 6 as recognised by SAQA. Driver's License will be an added advantage. Four (4) years' experience of which two (2) years must be functional experience in Human Resource Management and Employee Relations environment, and two (2) years must be at a Senior Practitioner level. Knowledge: Public Service transformation and management issues, White paper on transformation of Public Service, Ability to convert policy into action, Human resources System and Procedures, Public Service Act and Resolutions, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum information Security Standards, PERSAL and other HR information management systems. Skills: Communication (Verbal and Written), Computer Literacy (Excel, Word, PowerPoint, PERSAL, etc.), Innovative / Creative, Presentation, Responsiveness, Report writing, Time management, Organising and Planning, Financial Management, Policy Analysis, Problem Solving and Decision Making.
DUTIES	:	Coordinate and monitor the implementation of human resources management policies in the Province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits. Manage resources (Human, Finance, Equipment / Assets) in the Sub-directorate.
ENQUIRIES	:	Mr M Takalo Tel No: (011) 853 0300
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. Email: Jobs-GP34@labour.gov.za
POST 33/09	:	**EMPLOYMENT SERVICE PRACTITIONER REF NO: HR4/4/7/81**
SALARY	:	R413 001 per annum
CENTRE	:	Labour Centre: Mashishing
REQUIREMENTS	:	Three (3) year qualification in Social Science (Psychology, Industrial Psychology) / Public Administration / Business Management / Public Management. Experience: Two (2) years functional in a client orientated environment. Valid driver's license. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking, Negotiation and Marketing.
DUTIES	:	Marketing PES services to stakeholders to acquire opportunities and conduct recruitment selection, referral and placement of registered work seekers. Process requests for International Cross Boarder Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work seekers for the Department. Monitor the implementation of Employment Schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief Schemes. Supervise the administration of employer services at the Labour Centre.
ENQUIRIES	:	Mr L Mokhasi Tel No: (013) 235 2368/9
APPLICATIONS	:	Acting Deputy Director Labour Centre Operations: Private Bag X20081, or hand deliver at 51 De Klerk Street, Mashishing or email: Jobs-LDB@LABOUR.gov.za
NOTE	:	Priority will be given to Coloured Males, Indian Males, Indian Females and white Males.

POST 33/10	:	**SENIOR ADMINISTRATIVE OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/7/89**
SALARY	:	R413 001 per annum
CENTRE	:	Provincial Office: Mpumalanga
REQUIREMENTS	:	Three (3) relevant tertiary qualification in Social Sciences (Psychology; Public/Business Administrative. Two (2) years functional experience in Public Employment/Administrative Services. Knowledge: ILO Conventions, PFMA, Human Resource Management, Skills Development. Skills: Planning and organising, communication, Computer, Analytical, Presentation, Interpersonal, leadership, Networking.
DUTIES	:	Coordinate information for compilation of reports, coordinate PES training process to effect positive change on service delivery. Evaluate and monitor the implementation of employment services in the Province. Provide administration support service within PES section.
ENQUIRIES	:	Ms LL Shawe Tel No: (013) 655 8700
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hand delivered at Corner of Hoffmeyer and Beatty Avenue, Emalahleni.
APPLICATIONS	:	Email: Jobs-MPU-PES@LABOUR.gov.za
NOTE	:	Priority will be given to Coloured Males, Indian Males, Indian Females and white Males.
POST 33/11	:	**SENIOR ADMINISTRATION OFFICER: ANTI-FRAUD AND ANTI-CORRUPTION REF NO: HR4/4/7/90**
SALARY	:	R413 001 per annum
CENTRE	:	Provincial Office: Mpumalanga
REQUIREMENTS	:	A three-year tertiary qualification (NQF Level 6) in Risk Management/ Internal Audit/ Risk and Security Management/ Accounting/ Forensic Investigation. 2 years functional experience in anti-fraud and anti-corruption/ Risk Management environment. A valid drivers license. Knowledge: Public Finance Management Act (PFMA), Fraud and Corruption Legislative Framework, Prevention of Organised Crime Act, Promotion of Access to Information Act (PAIA), Basic Conditions of Employment Act (BCEA), Protected Disclosure Act, Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Skills: Conflict Management, Analytical and Creativity, Time management, Problem Solving, Presentation, Planning and Organising, Communication, Computer Literacy, Report writing.
DUTIES	:	Implement the departmental anti-fraud and anti-corruption strategies. Identify potential fraud and corruption risks and interventions to manage them. Conduct investigation of fraud and corruption business cases and propose measures to prevent them. Conduct fraud and corruption campaigns. Supervise resources (Human, Finance, Equipment/ Assets) in the section.
ENQUIRIES	:	Ms S Shokane Tel No: (013) 655 8700
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or Hand delivered at Corner of Hofmeyer Street and Beatty Avenue, Emalahleni or Email: Jobs-MPU-RAIM@LABOUR.gov.za
NOTE	:	Priority will be given to Coloured Males, Indian Males, Indian Females and White Males
POST 33/12	:	**OHS INSPECTOR REF NO: HR4/4/7/82**
SALARY	:	R413 001 per annum
CENTRE	:	Labour Centre: Secunda
REQUIREMENTS	:	Matriculation/ Grade 12/ Senior Certificate plus a three (3) year recognised qualification in the relevant field i.e. Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Occupational Hygiene or Environmental Health. Driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, 36 Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
ENQUIRIES	:	Mr S Ndimande Tel No: (017) 631 2585
APPLICATIONS	:	For attention Acting Deputy Director: Labour Centre Operations, Private Bag X9057, Secunda, 2302 or hand deliver at 4 Waterson Street, Sunset Park, Secunda. Email: Jobs-SCU-INSPT@LABOUR.gov.za
NOTE	:	Priority will be given to Coloured Males, Indian Males, Indian Females and White Males.
POST 33/13	:	**SENIOR PRACTITIONER: HRD & PERFORMANCE MANAGEMENT REF NO: HR4/4/4/09/02** (Three (3) Years Contract)
SALARY	:	R413 001 per annum, plus 37% in lieu of benefits
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	An undergraduate qualification in Human Resource Management / Development / Training and Development / Management of training / Public Management / Industrial and Organisational Psychology at NQF Level 6 as recognised by SAQA. Driver's license will be an added advantage, Two (2) year's functional experience in Human Resource Management Development /Training and Development /Performance Management Services. Knowledge: Public Service Act (PSA), Public Service Regulations (PSR), Public Finance Management Act (PFMA), Human Resource Development Policies, Human Resource Systems (PERSAL), Skills Development Act (SDA), Skills Development Levies Act (SDLA), Labour Relations Act (LRA), Basic Conditions of Employment Act, Employment Equity Act (EEA), Protection of Personal Information Act (POPIA), Project Management, Diversity Management and OD-ETDP. Skills: Communication (Verbal and Written), Computer Literacy, People Management, Project Management, Presentation, Report writing, Time Management, Design and Development, Organizing and Planning, Problem Solving.
DUTIES	:	Coordinate the implementation Human Resource Development initiatives in the Province. Coordinate the implementation of Performance Management System in the Province. Implement internship/ Learnership programmes in the Province. Coordinate and facilitate Orientation and Induction programmes. Manage resources (Human, Finance, Equipment/ Assets) in the Division.
ENQUIRIES	:	Mr M Seleke Tel No: (011) 853 0300
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
POST 33/14	:	**SENIOR PRACTITIONER: HUMAN RESOURCE MANAGEMENT REF NO:HR4/4/4/09/03** (3-Years Contract)
SALARY	:	R413 001 per annum, plus 37% in lieu of benefits
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	An undergraduate qualification in Human Resource Management/ Public Management at NQF Level 6 as recognised by SAQA. Driver's license will be an added advantage, Two (2) year's functional experience in Human Resource Management environment. Knowledge: Public Service Act (PSA), Public Service Regulations (PSR), Public Finance Management Act (PFMA), Labour Relations Act (LRA), Employment Equity Act (EEA), Batho Pele Principles, PSCBC and CCMA Procedures. Skills: Negotiation, People Management,

		Problem Solving, Presentation, Planning and Organizing, Communication, Computer Literacy and Report Writing.
DUTIES	:	Monitor the Recruitment and Selection processes. Facilitate the processing and approve service benefits, Provide and monitor termination of service at the province. Monitor establishment and the implementation of HR policies. Supervise resources (Human, Finance, Equipment/ Assets) in the Division.
ENQUIRIES	:	Mr K Maqedana Tel No: (011) 853 0300
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
POST 33/15	:	**SENIOR PRACTITIONER: EMPLOYEE RELATIONS REF NO: HR4/4/4/09/04 (X2 POSTS)** (Three (3) Years Contract)
SALARY	:	R413 001 per annum, plus 37% in lieu of benefits
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	An undergraduate qualification (NQF Level 6) in Human Resource Management / Labour Relations Management as recognised by SAQA. Driver's license will be an added advantage, Two (2) year's functional experience in Employment Relations Management environment. Knowledge: Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council's Resolutions. Interpretation of case law and trends in Labour Law. Public Finance Management Act (PFMA), Public Service Regulations (PSR). Public Service Act (PSA), Labour relations Act (LRA). Employment Equity Act (EEA), PSCBC and CCMA Procedure. Skills: Negotiation, People Management, Problem Solving, Presentation, Planning and Organising, Communication, Computer Literacy and Report Writing, Conflict, and Research.
DUTIES	:	Conduct and analyse all grievances and complaints received from employees in the Province, Draft charges and finalise all misconduct cases in the Province. Represent the Department in all disputes referred to the general Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment-related matters to the Province. Provide administration support services in the section.
ENQUIRIES	:	Mr K Maqedana Tel No: (011) 853 0300
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online application follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
POST 33/16	:	**STATUTORY SERVICES OFFICER REF NO: HR4/4/4/07/30**
SALARY	:	R413 001 per annum
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	Three (3) year relevant qualification in BPROC/ LLB/ BCOM LAW. A valid driver's license. One (1) year functional experience in the legal/ compliance environment. Knowledge: Public Service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service regulations, SDLA. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Interviewing Skills, Presentation, Innovative, Analytical, Verbal and Written communication.
DUTIES	:	To plan and independently administer work referred to Statutory Services for enforcement of non-compliance under employment law. Assist the ASD: SS in the enforcement processes for IES. Assist in the strategy for Statutory Services. Assist in facilitating the implementation of capacity development programmes for the inspectors in the province. Compile stats for the unit.
ENQUIRIES	:	Mr M Tshabalala at 082 908 3224
APPLICATIONS	:	Acting Principal Chief Inspector, Hand deliver 47 Empire Road, Parktown, Johannesburg. For online applications follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	Priority will be given to White males and white females.
POST 33/17	:	**INSPECTOR REF NO: HR 4/4/4/07/29**
SALARY	:	R338 106 per annum

CENTRE	:	Labour Centre: Johannesburg
REQUIREMENTS	:	Three (3) year relevant tertiary qualification in Labour Relations Management / BCOM Law / LLB. Valid driver's licence. One (1) year functional experience in Inspection and Enforcement Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organising (Mainly for own), Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing, listening and observation Skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
DUTIES	:	Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Executive investigations independently on reported cases pertaining to contravention of Labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
ENQUIRIES	:	Mr HT Ntsoko Tel No: (011) 843 4157
APPLICATIONS	:	Acting Deputy Director: Labour Centre Operations, Hand deliver 47 Empire Road, Parktown, Johannesburg. For online application follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	Priority will be given to White Males and white Females.
POST 33/18	:	**ADMINISTRATIVE OFFICER: PERFORMANCE INFORMATION MANAGEMENT REF NO: HR 4/4/7/91**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office: Mpumalanga
REQUIREMENTS	:	Three (3) years relevant tertiary qualification (NQF Level 6) in Statistics / Economics / Public administration / Monitoring and Evaluation. One-year functional experience in data Management / Monitoring and Evaluation. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research methodology. Skills: Computer, Analytical, Communication, Interpersonal, Interviewing, Innovative and creative, Data analysis, Statistical and research.
DUTIES	:	Capture Performance information data received from Branches/Units for the compilation of Provincial monthly/quarterly reports.
ENQUIRIES	:	Mr RH Moloabi Tel No: (013) 655 8700
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hand delivered at Corner of Hofmeyer and Beatty Avenue, Emalahleni. Email: JOBS-MPU-LMIS@LABOUR.GOV.ZA
NOTE	:	Priority will be given to Coloured Males, Indian Males, Indian Females and White Males.
POST 33/19	:	**RECORDS ADMINISTRATOR REF NO: HR 4/4/6/43**
SALARY	:	R280 278 per annum
CENTRE	:	Provincial Office: Limpopo
REQUIREMENTS	:	Grade 12/ Senior Certificate or equivalent. Knowledge: National Archives Act, Batho Pele Principles, Record Management, Departmental Policies and Procedures. Skills: Communication, Listening, Computer literacy, Planning and Organising.
DUTIES	:	Maintain the filling system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal process as in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.
ENQUIRIES	:	Ms GJ Matlhakoane Tel No: (015) 290 1665
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: UIFJobs-LP@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Management, Polokwane.
NOTE	:	EE target- Priority will be given to Coloured Male, Coloured Female, Indian Female, White Male, White Female

POST 33/20	:	**CLAIMS CREDIT OFFICER REF NO: HR 4/4/6/44 (X3 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Provincial Office: Limpopo
REQUIREMENTS	:	Grade 12 / Senior Certificate with Accounting or Mathematics as major subjects. 0 to 6 months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial Systems, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and Procedures. Skills: Financial Management, Communication (verbal & written), Computer literacy, Time Management, Planning and organising, Analytical, Numeracy, Interpersonal.
DUTIES	:	Collect outstanding overpayment balance. Keep all Overpayment Debtors Records manually and electronically. Monitor the payments of benefits to clients.
ENQUIRIES	:	Ms MJ Matlakala Tel No: (015) 290 1699
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: UIFJobs-LP@labour.gov.za
NOTE	:	EE target- Priority will be given to Coloured Male, Coloured Female, Indian Female, White Male, White Female.
FOR ATTENTION	:	Sub-directorate: Human Resources Management, Polokwane.
POST 33/21	:	**CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICE REF NO: HR 4/4/6/45**
SALARY	:	R280 278 per annum
CENTRE	:	Makhado Labour Centre
REQUIREMENTS	:	Grade 12/ National Senior Certificate. Knowledge: Departmental policies, procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele Principles. Skills: Computer literacy, Communication, Interpersonal, Problem solving, Listening, Telephone etiquette, Interviewing, Ability to interpret legislation.
DUTIES	:	Render registration services of work-seeker on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
ENQUIRIES	:	MI Makgobola Tel No: (015) 290 1723
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: Job-MAKH@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Management, Polokwane.
NOTE	:	EE target- Priority will be given to Coloured Male, Coloured Female, Indian Female, White Male, White Female.
POST 33/22	:	**INSPECTOR (X4 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Bloemfontein Free State Ref No: HR4/4/8/1016 (X1 Post) Labour Centre: Bethlehem Ref No: HR4/4/8/1017 (X1 Post) Labour Centre: Ficksburg Ref No: HR4/4/8/1018 (X1 Post) Labour Centre: Sasolburg Ref No: HR4/4/8/1019 (X1 Post)
REQUIREMENTS	:	Three (3) years relevant qualification in Labour Relations/ BCOM Law / LLB., No experience required. Valid driver's Licence. Knowledge: Departmental policies and procedures. Skills Development Act Labour Relations Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and organising (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal Skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written Communication skills, Employment Equity.
DUTIES	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislation. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary.

		Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
ENQUIRIES	:	Mr M Ndlela Tel No: (051) 285 0687 Ms T Mvelase Tel No: (058) 623 5277 Mr T Moholi Tel No: (058) 303 5293 Ms M Lelope Tel No: (016) 976 2084
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs6@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Operations, Free State
NOTE	:	Priority will be given to African Males, African Females, Africans with Disabilities, Coloured Males, Coloured Females Coloured with Disabilities, Indian Males, Indian males, White Males and White Females.
POST 33/23	:	**ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR 4/4/8/1015**
SALARY	:	R237 453 per annum
CENTRE	:	Welkom Free State
REQUIREMENTS	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles. Departmental Policies. Treasury Regulations. Skills: Verbal and written communication. Interpersonal relations. Problem solving. Computer Literacy. Analytical. Planning and organizing.
DUTIES	:	To render Supply Chain Management Function in a Labour Centre daily. Provide a Finance and office management service to the Labour Centre daily. Render a Human Resources Management. Responsible for training and performance activities in a Labour Centre daily. Responsible for the records in a Labour Centre daily.
ENQUIRIES	:	Mr E Qhalane Tel No: (057) 065 0500
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs4@labour.gov.za
NOTE	:	Priority will be given to African Males, African with Disabilities, Coloured Males, Coloured Females and White Females.
POST 33/24	:	**HUMAN RESOURCE CLERK REF NO: HR/4/4/4/09/05 (X4 POSTS)** (3-Year Contract)
SALARY	:	R237 453 per annum, plus 37% in lieu of benefits.
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	A grade 12 certificate or equivalent. No experience required. Knowledge: PERSAL, HR information management systems, Knowledge of registry duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Skills: Communication, Computer Literacy, Innovative/ Creative, Presentation, Report writing, Time Management, Organising and Planning, Problem Solving.
DUTIES	:	Implement human resource administration practices (Recruitment and Selection). Implement conditions of services (Leave, Housing, Medical. Injury on Duty, Long Service Recognition. Overtime, Relocation, Pension, Allowances, PILIR or etc.). Facilitate performance management function. Address human resource administration enquiries.
ENQUIRIES	:	Mr K Maqedana Tel No: (011) 853 0300
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online application follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/
POST 33/25	:	**SENIOR ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/7/80**
SALARY	:	R237 453 per annum
CENTRE	:	Mbombela Labour Centre
REQUIREMENTS	:	Matriculation / Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles, Departmental policies and procedures and treasury regulations. Skills: Verbal

		and written communication, Interpersonal relations, problem solving, computer literacy, analytical and planning and organizing.
DUTIES	:	To render Supply Chain Management Function in a Labour Centre Daily, provide a Finance and Office management service to the Labour Centre. Render a Human Resource Management service at a Labour Centre. Responsible for training and performance activities in a Labour Centre. Responsible for the records Management in a Labour Centre.
ENQUIRIES	:	Ms JP Thwala Tel No: (013) 762 8235
APPLICATIONS	:	Acting Deputy Director Labour Centre Operations: Private Bag X11298, Mbombela, 1200, Employment and Labour Building, 3 Ferrera Street, Nelspruit. Email: Jobs-MSS-MBO@LABOUR.gov.za
NOTE	:	Priority will be given to Coloured Males, Indian Males, Indian Females and white Males.
POST 33/26	:	**SENIOR PRACTITIONER: ACQUISITION MANAGEMENT REF NO: HR4/4/3/1SPAM/UIF**
SALARY	:	R413 001 per annum
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	Three (3) year's tertiary qualification (NQF Level 6) in Purchasing Management/ Facility Management / Logistic Management / Management. Two (2) years functional experience in Acquisition Management environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Labour Relation Act (LRA). Employment Equity Act (EEA). Electronic Operations System • Public Service Regulations (PSR). Public Service Act (PSA). National Treasury Regulations. Supply Chain Management Systems and Processes. Bid Processes. Broad Based Black Economic Empowerment (BBBEE). Preferential Procurement Policy Framework Act (PPPFA). Skills: Problem Solving. Presentation. Planning and Organising. Communications. Computer Literacy. Report Writing. Financial Management. Analysis. Time Management. Numeracy.
DUTIES	:	Render administration of contracts for the UIF. Provide technical support on bidding processes. Provide monthly reporting on awarded contracts and tenders. Render secretarial functions to the Bid Adjudication Committees. Supervise resources (Human, Financial, Equipment/ Assets) in the sections.
ENQUIRIES	:	Ms WE Kruger Tel No: (012) 337 1876
APPLICATIONS	:	Direct your applications to: Jobs-UIF19@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Practices
NOTE	:	Priority will be given to African Males and Females, White Males and Persons with disabilities

ANNEXURE D

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

APPLICATIONS	:	Please register or if you are already registered, sign in and apply for the position/s on the GTAC eRecruitment website: https://erecruitment.gtac.gov.za/erecruitment/
CLOSING DATE	:	28 September 2026 at 12 pm.
NOTE	:	Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Applications: Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.

MANAGEMENT ECHELON

POST 33/27	:	**SENIOR TECHNICAL FINANCE SPECIALIST (JOBS FUND) REF NO: G04/2026** Re-advert: Those who previously applied don't need to re-apply. Term: 24 months fixed-term contract Role Purpose: The role provides senior-level technical finance and investment expertise across the full project lifecycle from deal origination and financial structuring to due diligence, risk management, and portfolio oversight. The incumbent will assess complex financial structures, ensure the catalytic use of grant funding, support pipeline development, and contribute to applied research on job creation, value chains, and the green and informal economy, including the Just Energy Transition.
SALARY	:	R1 554 696 per annum (Level 14), (all-inclusive), PSR 44 will apply to candidates appointed in the salary level
CENTRE	:	Jobs Fund | GTAC | Pretoria
REQUIREMENTS	:	A degree (NQF Level 7 or higher) in Finance, Economics, Accounting, Business Management, Development Finance, or a related field. Formal training or qualification in project or programme management. 10–15 years' experience in project finance, corporate finance, structured finance, or investment analysis, including appraisal and closing of complex transactions.

Demonstrated experience assessing innovative or non-standard financial structures and grant-based funding mechanisms. Strong understanding of private-sector financing, incentives, and risk dynamics. Proven ability to conduct due diligence, analyse financial statements and models, and exercise sound investment judgment. 5 years of experience at a senior managerial level. Advantageous Experience and Qualifications: Post graduate qualifications in Finance, Economics, Accounting, Business Management, Development Finance, or a related field. CFA, CA(SA), MBA (Finance/Strategy), or equivalent senior professional qualification. Experience in development finance, impact investing, blended finance, climate finance, or transition finance. Experience working on green economy, informal economy, or Just Energy Transition–related projects or value chains. Experience conducting or translating research on value chains, labour absorption, or economic development outcomes. Ideal Candidate Profile: You are a senior technical finance professional who combines strong analytical rigour with practical deal-making experience. You are comfortable working between public and private sectors, interrogating complex financial structures, and applying an investment lens to real-world job creation challenges. You bring independence of thought, strong judgment, and a commitment to using public resources catalytically for inclusive growth.

DUTIES : Originate and develop a pipeline of high-impact, employment-focused investment opportunities in partnership with private sector firms, intermediaries, developers, and ecosystem partners. Analyse, structure, and assess complex financial instruments and funding models, including blended finance, debt structures, outcome-based financing, and performance-linked grants. Conduct rigorous financial, commercial, and operational due diligence on project applications, including assessment of financial additionality, sustainability, and execution risk. Identify and analyse financial, market, governance, and performance risks arising from different project structures, and recommend appropriate mitigation strategies. Lead and quality-assure appraisal reports and funding recommendations submitted to Technical Evaluation and Investment Committees. Provide technical oversight of high-risk or complex projects within the Jobs Fund portfolio and support remedial action where performance challenges arise. Conduct independent applied research on job creation opportunities, priority value chains, the informal economy, and green and Just Energy Transition–related sectors, translating insights into funding and strategy inputs. Present financial, risk, and research findings clearly to internal decision-makers and external stakeholders. Coach, mentor, and technically support junior staff, building institutional capability in financial appraisal, risk analysis, and innovative finance. Represent the Jobs Fund in relevant stakeholder engagements, market forums, and learning platforms.

ENQUIRIES : Kaizer Malakoane at 066 250 7072

NOTE : The Jobs Fund is recruiting a Senior Technical Finance Specialist to strengthen its capacity to originate, structure, appraise, and oversee innovative, employment-generating projects that leverage public finance to unlock private investment. This is a senior specialist role suited to an experienced finance professional with strong private-sector exposure and a deep understanding of development, impact, and transition finance.

POST 33/28 : **TECHNICAL FINANCE SPECIALIST (JOBS FUND) REF NO: G16/2026**

Term: 24 months fixed-term contract

Role Purpose: To provide technical financial support in the management of the Jobs Fund portfolio of projects and contribute to the achievement of projected outcomes and the knowledge and learning agenda of the Fund. The incumbent will support project origination, appraisal, financial structuring and contracting of new projects, oversee financial management and disbursements across the portfolio, and contribute to the Fund's learning and stakeholder management agenda.

SALARY : R1 317 384 per annum (Level 13), (all-inclusive), PSR 44 will apply to candidates appointed in the salary level

CENTRE : Jobs Fund | GTAC | Pretoria

REQUIREMENTS : A postgraduate qualification (NQF Level 8) in Finance, Management Accounting, Financial Accounting, Economics, Business Administration or a related field. 10–15 years' experience in appraising, negotiating and closing project finance and corporate finance transactions. A minimum of 7 years'

experience in a project management environment. 5 years of experience at a middle / senior managerial level. Advantageous: Experience in deal structuring. Practice as a project manager. Public sector and grant management experience. Strong analytical skills, strategic and critical thinking, risk management and communication skills. Experience in the use of relevant AI tools. Ideal Candidate Profile: You are an experienced finance professional who combines strong technical and analytical ability with sound project management practice. You are comfortable engaging with both internal teams and external stakeholders, quality assuring complex financial appraisals, and applying rigorous risk management across a diverse project portfolio. You bring integrity, strong communication skills and a commitment to using public and grant funding effectively to support job creation.

DUTIES : Provide financial technical support on project due diligence and appraisals of new projects, including financial structuring of new applications, and manage a portfolio of projects and team. Provide input into the quarterly stakeholder reports. Prepare and contribute to the development of Term Sheets for new funding rounds and assist with project origination to build a pipeline of fundable projects; quality assure appraisals before submission to the Technical Evaluation and Investment Committees and support the team in presenting recommendations. Ensure the contracting of new projects is finalised within prescribed timelines, including drafting of financial contractual obligations, and conduct roadshows for new funding rounds. Facilitate efficiency improvements to the Jobs Fund's Grant Management Framework and Procedures, and provide technical support to project teams to meet the Fund's annual disbursement and job targets. Conduct risk-based oversight of the project portfolio, design and implement remedial actions to address underperformance, and prepare for and participate in quarterly Disbursement Panel meetings. Quality assures disbursement memoranda and ensure audit readiness of the project portfolio, with timeous resolution of audit findings and appropriate controls to prevent repeat findings. Conduct baseline assessments of key business processes, support the implementation of new technologies to improve operational efficiency, and support sound governance and document management practices. Effective planning of project site visits (SV) to ensure effective project implementation, and efficient utilisation of operational budget. Improve the visibility of the Jobs Fund's work by cultivating stakeholder relationships, producing discussion documents and Practice Notes, preparing webinar content, and representing the Fund at conferences and panel discussions. Generate, package and disseminate research information, support the development of terms of reference for project evaluations and close-out reports, and prepare Learning and Research Papers, Practice Guides and Articles. Contribute to the Jobs Fund's internal learning agenda through brown-bag sessions and related learning material, and coordinate with the finance team on financial information and forecasts. Maintain communication with staff and stakeholders on financial matters, motivate and support project teams, and maintain relationships with Contracted Intermediaries to ensure sound risk management at project and portfolio level. Develop and manage the Jobs Fund Risk Framework, develop strategies to mitigate financial and performance risk, and monitor portfolio-level risk status, implementing corrective actions as needed. Support the Management team in developing the Jobs Fund's financing strategy, own and manage specific financial management processes, provide training to staff to improve financial appraisal and management skills, and contribute to strategic planning sessions within the Jobs Fund and its sub-programmes.

ENQUIRIES : Kaizer Malakoane at 066 250 7072

NOTE : The Jobs Fund is recruiting a Technical Finance Specialist to provide technical financial support in the management of its portfolio of projects and to contribute to the achievement of projected outcomes and the knowledge and learning agenda of the Fund. This is a specialist role suited to an experienced finance professional with strong project finance and corporate finance experience.

ANNEXURE E

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

BUFFALO CITY TVET COLLEGE: Kindly note that the following posts that were advertised in Public Service Vacancy Circular 32 dated 04 September 2026, Transport Officer: with Ref No: BCC15/2026. Salary notch is R338 106 per annum, plus benefits.

MANAGEMENT ECHELON

POST 33/29 : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: DHET 01/09/2026**
Branch: Corporate Service

SALARY : R1 885 710 per annum (Level 15), (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Postgraduate qualification (NQF level 8) in Human Resource Management / Business Administration / Public Management / Public Administration / Management/ Marketing / Public Relations or related qualification. A minimum of eight (8) years' relevant experience at senior management level in corporate service environment and five (5) years must be as a member of the SMS in the Public Service. Successful completion of the Nyukela Public Service SMS Pre-entry Programmed as endorsed by NSG. Knowledge and skills: understanding of the Higher Education sector; policies and governance environment of TVET Colleges; annual reporting requirements by the Higher Education Institutions; knowledge and understanding of TVET Administration; Public Service Acts and Regulations; PFMA; Information Technology and Communication; Facilities Management; Labour Relation Acts; Implementing DPSA Directive and PSBC resolutions; knowledge in human resource management/ OD and change management Directives. Strategic capability and leadership; people management and empowerment; programmed and project management; change management; knowledge management; service delivery innovation; problem solving and analysis; client orientation; excellent verbal and written communication; decision making; financial management; conflict management. Values required are: Client service focus, integrity, committed/ dedicated, proactive, loyal, ethics, professional, respect, and goal-driven. Valid driver's license.
DUTIES : To manage, oversee and provide efficient, cost-effective corporate management support services to the branches in the Department. Oversee Human Resources Management and Development Services. Provide oversight of human resource administration and systems control services. Ensure human resource development and performance management services. Oversee organisational development, human resource planning, employment, equity, policy and strategy services. Provide employee health and wellness programs. Oversee grievance dispute and misconduct resolution processes. Oversee the departmental collective bargaining. Provide Corporate Communication services. Ensure marketing and publications. Oversee external communication and medialising. Oversee internal communication and client services. Provide oversight of Information Technology and Business Systems Management Services. Oversee information technology (IT) infrastructure support and operation. Ensure application development support. Oversee information knowledge and records management services. Align DHET's information security to legislation, governance standards and security frameworks. Provide Security Management Services and oversee Facilities Management services. Oversee the physical security management services. Manage the Vetting services and processes. Provide Facilities Management services. Oversee Asset management processes. Provide Administrative support to the Offices of the Director-General and Ministry. Ensure effective management of correspondence, documentation, records and confidential information. Coordinate preparation and quality assurance of executive submissions, briefing notes and parliamentary responses. Facilitate efficient information flow and stakeholder engagement involving the Director-General and the Ministry. Ensure compliance with service standards, governance requirements and audit readiness. Oversee and coordinate administrative, protocol and logistical support services for executive offices. Management and Control of

the Branch: Corporate Services. Provide strategic direction to Corporate Services and contribute to departmental strategic planning. Provide guidance and ensure adequate support for the development of the staff of the branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Ensure implementation of the department's strategic plan and performance agreements. Establish and maintain governance and administrative system's continuity within the work of the branch. Ensure the development of financial reports for forecasting, trending and results analysis. Oversee the preparation and submission of project plans and implementation plans. Authorise expenditure, set budget levels ensuring that there is compliance with the PFMA, Treasury Regulations and related prescripts. Monitor quality control of work and ensure the compilation of the annual report and strategic plan of the branch. Ensure the monitoring, the planning, organising and delegation of work. Ensure the development of strategic plan, annual performance plan and annual report. Ensure monitoring and evaluation is carried out in all areas of the branch.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442)

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply

NOTE : Follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

CLOSING DATE : 30 September 2026

OTHER POSTS

POST 33/30 : **ASSISTANT DIRECTOR: PARTNERSHIPS AND LINKAGES REF NO: ASDP&LINK09/2026**
Nature of post: Permanent (PERSAL)

SALARY : R605 742 per annum (Level 10)

CENTRE	:	Administration Centre
REQUIREMENTS	:	National Senior Certificate/Grade 12/STD 10 or NCV level 4, together with a recognised National Diploma (NQF level 6/7) in Project Management or Marketing. A minimum of 3-5 years' experience in a Project Management or Business Development environment. A valid driver's licence. Knowledge and understanding of partnership development, marketing and entrepreneurial insight, financial management, Public Service Act, PFMA, Treasury Regulations, business planning, feasibility analysis, administrative reporting processes and computer skills. Advanced skills in negotiation, communication, project management, planning, organising, analytical thinking and client orientation.
DUTIES	:	Building and maintaining a database of potential partner's, stakeholders and local businesses. Participate in business forums and identify project and collaboration opportunities. Develop project proposals, business cases and implementation plans for joint initiatives. Facilitate the establishment and strengthening of partnerships with industry, government and relevant organisations. Identify opportunities for income generation and work-integrated learning. Coordinate the submission of tenders, funding proposals and reports to DHET and other stakeholders. Manage local provincial government relations and maintain a schedule of related projects. Conduct feasibility studies, develop project budgets and negotiate service level agreements. Support SETA and accreditation processes, including new programme approvals. Oversee student work placement and Work-Integrated Learning (WIL) initiatives Ensure effective management of human, financial and other resources within the unit.
ENQUIRIES	:	Mr L. Mabula Tel No: (047) 505 1031
APPLICATIONS	:	Please forward applications to email address below each post. Email address: Email address: asdpl0926@ksdtvet.edu.za
FOR ATTENTION	:	Mr Z. Galada, HR Manager
NOTE	:	Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (KSDTVET College), for appointment in the following permanent positions Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number),Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications received after the closing date will under no circumstances be considered. Applicant are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidate's suitability based on post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B(3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful
CLOSING DATE	:	30 September 2026
POST 33/31	:	**ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES (SSS) REF NO: KSD ASDSSS 09/2026** Nature of post: Permanent (PERSAL)
SALARY	:	R605 742 per annum (Level 10)
CENTRE	:	Administration Centre
REQUIREMENTS	:	National Senior Certificate/Grade12/STD 10 or NCV level 4. An appropriate Bachelor's Degree (NQF7) in Psychology or BA Social Worker (Major in

Psychology) or Psychology Related qualification. A minimum of 3-5 years working experience Education/Teaching and Learning environment or related field Knowledge of PSET and CET Act. Knowledge of Teaching and Learning, Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid scheme and Related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act. Administrative, Planning and organisation, Financial Management, Report Writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management.

DUTIES : Oversee administration of the student support services unit. Develop the annual Student Support Services (SSS) operational plan, assigning relevant tasks to the staff and ensuring progress against the approved annual targets. Develop and review relevant SSS policies, processes, procedures and job profiles. Ensure and maintain the compilation of learner progress reports, statement, results and student enquires. Manage student counselling across the college, Manage the implementation of counselling, guidance policy, procedure and best practice. Coordinate and monitor the provision of counselling services the college. Design life skills programme as a proactive measure for counselling. Manage counselling services conducted by SSS to ensure that service is conducted at required standard and comply with code of Ethics. Provide student with career guidance, counselling and academic support. Develop and monitor implementation of relevant career guidance plans for prospective students and enrolled students towards academic achievement. Liaise with the Vocational Programme Manager and relevant stakeholders in ensuring a well-developed system in providing the adequate and control, direct and motive career guidance at the central office and campus level. Oversee and maintain the sport, recreation, arts and culture activities for student. Coordinate the implementation of sports and recreation programs. Facilitate student governance and student leadership development. Coordinate and monitor annual SRC election processes. Coordinate training and mentoring on SRC roles, duties, protocols and practices.

ENQUIRIES : Mr L. Mabula Tel No. 047 505 1031

APPLICATIONS : Please forward applications to email address below each post. Email address: Email address: asdsss0926@ksdtvet.edu.za

FOR ATTENTION : Mr Z. Galada, HR Manager

NOTE : Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (KSDTVET College), for appointment in the following permanent positions Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number),Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications received after the closing date will under no circumstances be considered. Applicant are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre entry assessments, one will be a practical exercise to determine a candidate's suitability based on post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B(3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful

CLOSING DATE : 30 September 2026

POST 33/32	:	**ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION REF: ASD/CUR 09/2026** (Occupational Programmes) Nature of post: Permanent (PERSAL)
SALARY	:	R605 742 per annum (Level 10)
CENTRE	:	Administration Centre
REQUIREMENTS	:	National Senior Certificate/Grade 12/ STD 10 or NCV level 4 together with a three (3) years recognised National Diploma/Degree (NQF L7) and a recognised teacher's qualification, SACE Certificate. Five (5) years' experience in Curriculum Development plus a minimum of 3 year's supervisory experience and a valid driver's licence. Skills and Competencies: Knowledge of Public Service Act, Knowledge of CET Act of 2006 as amended, Computer Literacy. Leadership skills and management skills, project management skills and communication, inclusive of presentation skills. Ability to work independently as well as a team. Planning, organizing, leading and control skills. Research, reporting and presentation.
DUTIES	:	To facilitate: Occupational qualifications implementation. Occupational qualifications policy development and implementation. OHS Compliance, POE's format and content, types of machinery used. Tools handling in the workshop and storage. Floor demarcations and workshop cubicles, teaching and learning Policy, Assessment, Certification and Appeals policy. Leaner support services, before, during and after the training intervention. Teaching& learning portfolios content aligned to QCTO. Identify new market trends to determine needs and opportunities. Formulate strategies to expand delivery of occupational programmes. Develop and review procedures and templates for the implementation of occupational learning programmes. Manage and facilitate registration of learning programmes. Registration of project facilitators, assessors, RPL practitioners and moderators with respective authorities. Partnerships with industries. The quality assurance functions are performed following the set regulations. Facilitate the certification for competent learners in accordance with relevant legislation and QCTO requirements. Provide curriculum improvement and implementation support for occupational programmes. Ensure accreditation of programmes offered and workshop through the relevant accreditation.
ENQUIRIES	:	Mr L. Mabula Tel No: (047) 505 1031
APPLICATIONS	:	Please forward applications to email address below each post. Email address: asdcdi0926@ksdtvet.edu.za
FOR ATTENTION	:	Mr Z. Galada, HR Manager
NOTE	:	Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (KSDTVET College), for appointment in the following permanent positions Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number),Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications received after the closing date will under no circumstances be considered. Applicant are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre entry assessments, one will be a practical exercise to determine a candidate's suitability based on post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B(3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks.

Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful.

CLOSING DATE : 30 September 2026

POST 33/33 : **ASSISTANT DIRECTOR: STUDENT REGISTRATION SERVICES REF NO: ASDSR/02/09/2026**
(Permanent)

SALARY : R605 742 per annum (Level 10), plus actual benefits
CENTRE : Central Office, King William's Town
REQUIREMENTS : Senior Certificate / Grade 12/ NCV Certificate (Level 4). Must be in possession of a recognised (3) three-year National Diploma (NQF Level 6)/ Degree in Business Administration, Public Management/Administration or any other relevant qualification is essential. A minimum of three (3) to five (5) years of experience at supervisory level, salary level 7 or 8 in an administration environment is required. A valid Code B driver's license is compulsory. Experience within the Post-School Education and Training (PSET) sector will be considered an added advantage. The ideal candidate must possess sound knowledge of enrolment standard operating procedures, data capturing procedures, and the use of computerized systems. A clear understanding of the legislative framework governing the Public Service, as well as knowledge of storage and retrieval procedures relevant to the working environment, is expected. The candidate must demonstrate strong report writing and presentation skills, particularly within the context of public sector governance. Effective communication, people empowerment, planning and execution capabilities are essential. Proficiency in MS Word, Excel, and PowerPoint is required, along with a proven ability to manage change effectively. Leadership skills, a commitment to quality work, sound human resource management, and the ability to communicate and lead with integrity form the foundation of the required values and attitudes for this role. Knowledge of Public Service legislation and policies. Knowledge of PSET. Knowledge and understanding of the TVET/CET Administration. Understanding of the Higher Education Sector. Understanding of corporate governance. Understanding Cost center budgetary, expenditure and cash flow management. Employment Equity Act, Public Services Regulations and Public Services Act, Labour Relations Act and any other related legislation. Sound Computer Skills in MS Office (intermediate levels) Self- motivated. Good organizing, planning, problem solving skills. Planning and organizing. Financial management. Report writing. Communication and interpersonal skills. Problem solving. Computer literacy. Analytical. Client oriented.
DUTIES : Manage the administration of the overall student registration process, ensuring the development, review, and effective implementation of policies and procedures related to registration, admission, scheduling, and student records. Facilitate workshops to promote awareness and consistent application of these policies. Develop and implement marketing strategies aimed at attracting new student enrolments and oversee the accuracy of registration documentation. Supervise the management of student data systems, including graduate and alumni databases, and ensure accurate pre-entry support services such as financial aid, accommodation, and bursary assistance are available. Provide student guidance, placement testing, and maintain up-to-date programme enrolment records. Ensure orientation programmes are conducted across the college and on campuses, and that student data is accurately captured on the Information Technology System (ITS). Oversee the administration of student financial aid and bursary support, ensuring compliance with TVET Bursary Scheme rules and guidelines. Coordinate and chair financial aid committee meetings, facilitate funding awards, verify bursary statistics, and monitor compliance with bursary requirements while identifying and engaging potential academic sponsors. Administer the management of student learning materials, including the issuance, collection, and upkeep of textbooks and learning resources. Manage the coordination of career exhibition services, marketing college programmes at schools, open days, and exhibitions. Oversee the management of all human, financial, and other resources within the unit, ensuring optimal performance and adherence to relevant legislation and institutional policies.
ENQUIRIES : Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
APPLICATIONS : Please hand-deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale

		TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Email Address: vacancies@lovedale.org.za
NOTE	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment
CLOSING DATE	:	28 September 2026
POST 33/34	:	**ASSISTANT DIRECTOR: EXAMINATIONS AND ASSESSMENTS REF NO: ASDE&A/03/09/2026** (Permanent)
SALARY	:	R605 742 per annum (Level 10), plus actual benefits
CENTRE	:	Central Office, King William's Town
REQUIREMENTS	:	Senior Certificate / Grade 12/ NCV Certificate (Level 4). An appropriate M+3-year degree or Diploma. Recognised teaching qualification. At least three (3) years teaching experience in the TVET College. A minimum of three (3) to five (5) years of experience at supervisory level. An in-depth knowledge of academic support with proven experience. A proven understanding of vocational training and its importance for delivery of critical skills. Knowledge of all Education related legislative framework such as PAM, CET Act of 2006 as amended, all Assessment related policies &guidelines, curriculum guidelines, Public Service Act. Be in a possession of a valid code 8 driver's license. Sound Computer Skills in MS Office (Beginners-intermediate level) and self-motivated good organizing, planning, problem solving and analytical skills. Registration with SACE. An extensive understanding of the DHET Examination & Assessment Policies and latest ICASS Guidelines; Excellent management and organization skills; when the arises. Must be able to work under pressure and adapt to changes in the TVET sector. Computer literate on Assessment & Examinations eLearning platforms.
DUTIES	:	Manage and coordinate internal and external examinations and assessments activities across the College. Ensure compliance with DHET, Umalusi, QCTO and institutional assessment and examination policies, procedures and regulations. Coordinate examination and assessment planning, candidate registration, mark capturing results processing and verification processes. Manage, secure handling of examination materials and scripts. Coordinate invigilation, marking and moderation processes. Manage assessment and examination irregularities. Monitor examination centre readiness and compliance. Coordinate outstanding results, certification and National N Diploma matters. Analyse assessment results and prepare performance reports, support academic interventions arising from assessment performance, maintain examination records and assessment databases, liaise with relevant regulatory and certification bodies. Supervise staff and manage the performance of the examinations and assessments function.
ENQUIRIES	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
APPLICATIONS	:	Please hand-deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Email Address: vacancies@lovedale.org.za

NOTE : All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment

CLOSING DATE : 28 September 2026

POST 33/35 : **ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION (OCCUPATIONAL PROGRAMMES) REF NO: ASDCI/04/09/2026**
(Permanent)

SALARY : R605 742 per annum (Level 10), plus actual benefits
CENTRE : Central Office, King William's Town
REQUIREMENTS : Senior Certificate / Grade 12/ NCV Certificate (Level 4). Appropriate Diploma/degree (priority fields are Engineering / Agriculture / ICT / Economics & Management Sciences). Recognised teaching qualification. Knowledge of QCTO, SETA and NSF systems. 3 years' experience at supervisory/managing staff. 2 years' experience in implementing operational projects. 2 years' proven experience working with SETAs. Good computer skills. Driver's license. Additional requirements / added advantage: Qualified artisan. Skills: Occupational curriculum and accreditation expertise, Project and programme management, Quality assurance and compliance, Workshop/simulation readiness planning, Stakeholder and regulator liaison, Analytical reporting and performance monitoring, Facilitation and staff development, Procurement specification input and resource planning, Risk management, Strategic planning and change management, Negotiation, Communication, Presentation, Planning and organizing. Financial management Report Writing Communication and interpersonal. Problem solving Computer Literacy Analytical Client oriented Project management Team leadership, Planning and organizing, People management. Knowledge of: PSET and CET Act. Knowledge of Teaching and Learning. Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Understanding of the Higher Education sector. Knowledge of Education Act.

DUTIES : Ensure growth by providing skills, learnerships and apprenticeships. Establish partnerships with industries. Ensure placement of students with industries. Manage and facilitate registration of learning programmes. Facilitate the implementation of artisan development programmes represent the College in all artisan development forums. Develop and review procedures and templates for implementation of the learning programmes. Ensure implementation of learning programmes policies. Conduct site visits to monitor the implementation of artisan development programmes. Facilitate certification process for competent learners in accordance with relevant legislation and QCTO requirements. Ensure that quality assurance functions are performed in accordance with the set regulations. Assist in making campus workshops, simulation rooms and classrooms meet the required standards for occupational health and safety. Provide support to campuses in ensuring that required physical resources specified to assess learners' competence regarding the occupational qualification or part qualification are made available. Coordinate registration of project facilitators, assessors, RPL practitioners and moderators

with the respective authorities including QCTO, SETAs, DHET and host employers. Ensure that suitably qualified staff are appointed to facilitate teaching and learning in the relevant trade or occupation. Provide support in ensuring that artisan trade moderators are registered with National Artisan Moderation Body (NAMB). Put systems in place to manage ARPL and national trade tests approved by NAMB Set up an efficient system for safekeeping and destroying (when needed) of all assessment documentation and test pieces. Secure workplaces that follow the national standardized artisan learner workplace. Draft occupational programmes implementation plan Engage in curriculum issues for occupational programmes Formulate strategies to expand delivery of occupational programmes Facilitate administrative management of projects (including requisite registration of learners with respective authorities) verification and certification of programmes on offer in the projects. Conduct induction for newly appointed Facilitators and Moderators Monitor the conduct of assessments in all occupational programmes. Prepare for curriculum matters of the occupational programmes in the quarterly academic board meetings Coordinate activities for the development of Learning Material (when needed). Conduct the external integrated summative assessment in line with the standards set by the QCTO or relevant SETA. Report to the QCTO or relevant SETA on the College's performance in the form and manner required by the assuring body. Ensure that all occupational qualifications offered at the College participate in blended learning. Ensure that the College complies with the QCTO and AQP assessment policies and procedures.

ENQUIRIES : Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223

APPLICATIONS : Please hand-deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Email Address: vacancies@lovedale.org.za

NOTE : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment.

CLOSING DATE : 28 September 2026

POST 33/36 : **ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION: MINISTERIAL PROGRAMMES (PORTFOLIO FOCUS: DIGITAL, BLENDED & DISTANCE LEARNING) REF NO: ASDCI/05/09/2026**
(Permanent)

SALARY : R605 742 per annum (Level 10), plus actual benefits

CENTRE : Central Office, King William's Town

REQUIREMENTS : An appropriate recognised three-year qualification in Education, Curriculum Studies, Education Technology, Open/Distance Learning, Institutional Design or related field. A relevant postgraduate qualification will be an added advantage. Relevant experience in TVET/post school curriculum implementation, teaching and learning, e-learning/LMS implementation, instructional design or academic development, with demonstrated coordination. At least three years at supervisory level. Sound knowledge of NC(V), occupational and other applicable Ministerial programmes and

curriculum implementation requirements. Practical knowledge of Moodle or a comparable Learning Management System, including course design, quizzes, assignments, resource management and learning analytics. Knowledge of blended, remote and distance learning principles, digital learning material development, copyright/OER considerations and online assessment integrity. Ability to train and support lecturers, manage projects, analyse academic performance and prepare management reports. Ability to develop academically sound and costed concepts for short courses, continuing education and remote learning offerings in collaboration with Finance and Partnerships and Linkages. Computer Literacy and a valid driving license. Skills: Curriculum implementation and quality assurance, digital/blended/remote teaching, Moodle/LMS academic Implementation, Instructional design and learning-material development, lecturer development and facilitation, Data analytics and learning analytics, project and change management, business-case development and innovation, stakeholder management, strong communication and report-writing skills. Extensive knowledge of relevant academic governance, assessment and moderation processes, including the Continuing Education and Training Colleges Act, 2006 (CET Act) and the General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001).

DUTIES : Coordinate and monitor implementation of Ministerial programmes. Ensure curriculum coverage and compliance with DHET curriculum requirements, coordinate teaching plans, pacing schedules and academic improvement interventions, lead implementation of blended, online and distance learning. Manage institutional utilisation of Moodle and other approved learning platforms. Coordinate development and quality assurance of digital learning content, promote online quizzes, virtual classrooms, simulations and technology-enabled teaching. Monitor lecturer and student participation on digital learning platforms. Coordinate lecturer development in digital teaching methodologies, support student digital literacy and online learning access. Develop and monitor distance-learning delivery models, collaborate with ICT and relevant partners on digital learning infrastructure and innovation. Monitor the impact of digital learning on student performance and access, prepare curriculum implementation and digital learning reports, support expansion of flexible learning opportunities and alternative revenue-generating programme delivery in collaboration with finance and Linkages and Partnerships. Supervise staff and manage the performance of the portfolio.

ENQUIRIES : Ms P Xamesi / Ms U Ncethelo / Ms S Jali at 087 238 2223

APPLICATIONS : Please hand-deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Email: Address: vacancies@lovedale.org.za

NOTE : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment.

CLOSING DATE : 28 September 2026

POST 33/37	:	**ASSISTANT DIRECTOR: PARTNERSHIP & LINKAGES REF NO: ASDPU/06/09/2026**
SALARY	:	R605 742 per annum (Level 10), plus actual benefits
CENTRE	:	Central Office, King William's Town
REQUIREMENTS	:	Senior Certificate / Grade 12/ NCV Certificate (Level 4). Recognized three-year National Diploma (NQF 6) Project Management or Marketing or any other relevant qualification.3-5 years working experience in Project Management and or Business development. Driver's licence: Code B.3-5 years' experience at supervisory level. Skills: Building partnerships. Innovation Marketing and Entrepreneur insight. Financial Management. Mobilising resources, Interpretation of statutes, Knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks Business planning Skills: Negotiation Communication Presentation Academic Process and moderation procedures Administrative. Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical Client oriented. Project management. Team leadership. Planning and organizing. People management.
DUTIES	:	Partnerships Management: Build a database of local business and other linkages Participate in business forums and identify project opportunities Develop project proposals and plans for joint initiatives Facilitate handover with the College managers. Business opportunities scanning: Identify opportunities for college income generation. Establish work environment simulation potential Provide market needs business case rationale for all opportunities Identify appropriate partner or service provider Coordinate the submission of tenders and funding proposals Provide information and reports on programmes, funding, and partnership to DHET and other stakeholders. Local and Provincial government relations: Develop and update schedule of local government projects and opportunities Identify College synergies potential contribution to provincial departments Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate. Develop proposals for partnering on specific practical opportunities aligned with college core business. Research Management: Conduct visibility studies for all new and proposed projects Develop the project and budget Partner with relevant research organizations Negotiate and sign service level agreements and or contracts with clients Provide training and support to LPU and campus staff members on SETA and contractual compliance matters Coordinate accreditation and application for new programme approvals Handover the project to the relevant campus or occupational manger Oversee and maintain student work placement and Work Integrated Learning (WIL) key responsibilities: Partnerships Management: Build a database of local business and other linkages Participate in business forums and identify project opportunities Develop project proposals and plans for joint initiatives Facilitate handover with the College managers. Business opportunities scanning: Identify opportunities for college income generation. Establish work environment simulation potential Provide market needs business case rationale for all opportunities Identify appropriate partner or service provider Coordinate the submission of tenders and funding proposals Provide information and reports on programmes, funding, and partnership to DHET and other stakeholders. Local and Provincial government relations: Develop and update schedule of local government projects and opportunities Identify College synergies potential contribution to provincial departments Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate. Develop proposals for partnering on specific practical opportunities aligned with college core business. Research Management: Conduct visibility studies for all new and proposed projects Develop the project and budget Partner with relevant research organizations Negotiate and sign service level agreements and or contracts with clients Provide training and support to LPU and campus staff members on SETA and contractual compliance matters Coordinate accreditation and application for new programme approvals Handover the project to the relevant campus or occupational manger Oversee and maintain student work placement and Work Integrated Learning (WIL).
ENQUIRIES	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
APPLICATIONS	:	Please hand-deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale

TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Email: Address: vacancies@lovedale.org.za

NOTE : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment.

CLOSING DATE : 28 September 2026

POST 33/38 : **ASSISTANT DIRECTOR: MANAGEMENT INFORMATION SYSTEMS REF NO: ASDMIS/07/09/2026**
(Permanent)

SALARY : R605 742 per annum (Level 10), plus actual benefits
CENTRE : Central Office, King William's Town
REQUIREMENTS : Senior Certificate / Grade 12/ NCV Certificate (Level 4). Recognized three (3)-year National Diploma (NQF 6) in information Management, information Technology &Computer Science or any other relevant qualification. 3-5 years working experience in Information Management or Computing field or Practical working experience in the data analysis experience. Driver's licence: Code B, 3-5 years' experience at supervisory level, knowledge and skills: knowledge of policies and governance environment of TVET Colleges including knowledge of the TVET mis system, annual reporting requirements by the higher education institutions knowledge and understanding of information management knowledge, understanding, application and interpretation of office management, coltecth, data warehouse and IT prescripts. skills: Administrative Planning and organizing Financial Management Report Writing Communication and interpersonal Problem solving Computer Literacy Analytical Client oriented Project management Team leadership People management.

DUTIES : Oversee capturing, storage, and quality control of student registrations, exams, and attendance data using systems like coltech. Supply strategic data and monthly reports to college management, funding bodies like NSFAS, and the DHET. Implement institutional information management policies in line with regulatory frameworks like the Continuing Education and Training Act and POPIA. set up the system in readiness for enrolment and support other processes control the quality of captured data and report if there are errors maintain the college TVET mis system compile reports on to management: submit monthly report on skills & learnership on monthly basis compile, monitor academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET compile monthly, quarterly and annual reports as requested maintain, and validate inputs captured on coltech student and other related systems: set up the student system for registration of students and ensure creditability and reliability management of human, physical and financial resources.

ENQUIRIES : Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
APPLICATIONS : Please hand-deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Email: Address: vacancies@lovedale.org.za

NOTE	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment.
CLOSING DATE	:	28 September 2026
POST 33/39	:	**ASSISTANT DIRECTOR FINANCIAL ACCOUNTING REF NO: KSD/FIN-AD/09/2026**
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Administration Centre
REQUIREMENTS	:	National Senior Certificate/Grade 12/STD 10 or NCV level 4 and a recognised three (3) National Diploma (NQF 6) in Financial Management or related qualification. Three to five years' work experience in Finance section. Knowledge of PSET and CET Act. Understanding of PFMA, Treasury Regulations, Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. And financial management systems. A valid driver's licence and Computer Literacy (MS Office is necessary. Competencies: Knowledge of PSET and CET Act. Knowledge and understanding of PFMA. Knowledge of Treasury Regulations and Public Service Act. Labour Relations Act, Skills Development Act, National Students Aid Scheme and related legislation. Knowledge of financial management systems. Administrative, Planning and Organizing. Financial Management. Report Writing. Communication and interpersonal Skills. Problem solving. Computer Literacy. Analytical. Client Oriented. Project Management. Team Leadership and People Management
DUTIES	:	Budget Preparation. Implementation, Monitoring and Control. Prepare Annual Financial Statements Collection and Recording of revenue- Cashier, Banking Services and Electronic payments, Debt Management, Monitoring and Reporting on Revenue Expenditure-Compensation of employees & Goods and Services. Transfers and subsidies. Reporting year and month end close out processes and procedures. Supervise employees to ensure an effective financial accounting service. Liaise with auditors (internal and external)
ENQUIRIES	:	Mr L. Mabula Tel No: (047) 505 1031
APPLICATIONS	:	Please forward applications to email address below each post. Email address: asdfa0926@ksdtvet.edu.za
FOR ATTENTION	:	Mr Z. Galada, HR Manager
NOTE	:	Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (KSDTVET College), for appointment in the following permanent positions Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number),Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications

received after the closing date will under no circumstances be considered. Applicant are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre entry assessments, one will be a practical exercise to determine a candidate's suitability based on pre-entry technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B (3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful.

CLOSING DATE : 30 September 2026

POST 33/40 : **ASSISTANT DIRECTOR LABOUR RELATIONS REF NO: KSDASDLR/09/2026**
Nature of appointment: Permanent (PERSAL)

SALARY : R487 197 per annum (Level 09)
CENTRE : Administration Centre
REQUIREMENTS : National Senior Certificate / Grade 12/STD10 or NCV level 4. An appropriate National Diploma (NQF6) in Labour Relations, Employment Relations and Human Resource Management or HR and related qualification. A minimum of 3-5 years working experience Labour Relations or Human Resource Management environment to related field. Knowledge of Labour Relations Act, Public Service Legislations and Policies related to Human Resource Management. Sound Knowledge of Labour Relations status. Sounds Knowledge of Internal Labour Organization (ILO) Knowledge and understanding of the TVET/CET Administration. Knowledge and understanding of Higher Education sector. Administrative, Planning and organisation, Financial Management, Report Writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management, Conducting investigation, Presentation skills, Client service focus integrity, Committed, Proactive, loyal and Ethics.
DUTIES : Maintain Sound Labour Relations, Render advice on Labour related matters. Develop and implement Human Resource policies and manuals. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigation and disciplinary hearings. Management of Strike action, Minimize labour dispute. Facilitate and conduct labour relations training and workshop, Ensure proper implementation of the collective bargaining council resolutions. Management of all Human, Financial and other resources of the unit. Investigate misconduct cases and compile investigation report Management of discipline, represent the Department during formal disciplinary hearing, provide advice on informal hearings and ensure the implementation of disciplinary sanctions. Investigate and finalize all grievances and complaints received from employees in the Department / Colleges. Co-ordinate and provide support in terms of representing the Department/ Colleges in all disputes referred to the Public Service Sectoral Bargaining Council /Education Labour Relations Council and the Commission for Conciliation, Mediation and Arbitration. Manage information and records of all activities in the Labour Relations in the college. Manage resources of the section. Monitor precautionary suspensions in the college.
ENQUIRIES : Mr L. Mabula Tel No: (047) 505 1031
APPLICATIONS : Please forward applications to email address below each post. Email address: asdlr0926@ksdtvet.edu.za
FOR ATTENTION : Mr Z. Galada, HR Manager
NOTE : Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (KSDTVET College), for appointment in the following permanent positions Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and

contact number),Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications received after the closing date will under no circumstances be considered. Applicant are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre entry assessments, one will be a practical exercise to determine a candidate's suitability based on pre-entry technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B (3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful.

CLOSING DATE : 30 September 2026

POST 33/41 `: **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: KSD ASDIT 09/2026**
Nature of post: Permanent (PERSAL)

SALARY : R487 197 per annum (Level 09)
CENTRE : Administration Centre
REQUIREMENTS : National Senior Certificate/Grade12/STD 10 or NCV level 4. A relevant National Diploma (NQF6) in Information Technology or IT related qualification. A minimum of 3-5 years working experience in IT environment. Three (3) years supervisory/ management experience. A valid driver's licence. A knowledge of computer hardware, software and programmes. A Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. A knowledge and understanding of Corporate ICT principle and understanding of the monitoring of performance management system. Administer computer hardware, software and network skills. Administrative, planning and organising. Financial management, Reporting writing, Communication and Interpersonal problem solving skills. Computer literacy, Analytical, Client oriented and project management. Team leadership, People management, Planning and organising skills.

DUTIES : Development, review and monitor the implementation of Information Communication Technology (ICT) policies. Conduct research regarding national and provincial policy framework, legislation, collective agreements, internet, relevant readings etc. Ensure consultation process of draft policies with all relevant stakeholders. Ensure that all new ICT policies are work shopped to all staff. Ensure the development, establishment of appropriate E-governance and ICT policies, frameworks and standards. Implement, enforce and ensure adherence of IT policies and procedures to all campuses. Ensure that appropriate policies and processes are put in place for risk management. Information System Management, Administer and monitor IT Security and Electronic access. Establish systems to safeguard hardware and data, Perform system backups. Network Management and Maintenance, Research and develop specifications for (Local Area Network& Wide Area Network) LAN and WAN technologies according to the college's requirements. Procure LAN and WAN technologies. Distribute LAN and WAN access to students and staff according to the college policy and needs. Set-up, manage and maintain WAN, LAN, E-mail and internet connections to all the colleges, Troubleshooting, resolving and documenting all ICT related issues.

ENQUIRIES : Mr L. Mabula Tel No: (047) 505 1031
APPLICATIONS : Please forward applications to email address below each post. Email address: asdit0926@ksdtvet.edu.za
FOR ATTENTION : Mr Z. Galada, HR Manager

NOTE : Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (KSDTVET College), for appointment in the following permanent positions Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number),Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications received after the closing date will under no circumstances be considered. Applicant are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidate's suitability based on pre-entry technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B(3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful.

CLOSING DATE : 30 September 2026

POST 33/42 : **ASSISTANT DIRECTOR: OFFICE MANAGER REF NO: ASDOM/01/09/2026** (Permanent)

SALARY : R487 197 per annum (Level 09), plus actual benefits

CENTRE : Central Office, King William's Town

REQUIREMENTS : An appropriate Bachelors' Degree / National Diploma in Office Management and Technology / Public Management / Business Management or related qualification recognized by SAQA. A minimum of three (3) to five (5) years' supervisory experience in the relevant field is required. Three (3) to five (5) years in strategic planning and administration environment. A valid drivers' licence. Knowledge of Public Service legislation and policies. Knowledge of PSET. Knowledge and understanding of the CET Act. Understanding of the Higher Education Sector. Understanding of corporate governance. Understanding Cost centre budgetary, expenditure and cash flow management. Employment Equity Act, Public Services Regulations and Public Services Act, Labour Relations Act and any other related legislation. Sound Computer Skills in MS Office (intermediate levels). Self- motivated. Good organizing, planning, problem solving skills. Planning and organizing. Financial management. Report writing. Communication and interpersonal skills. Problem solving. Computer literacy. Analytical. Client oriented.

DUTIES : Render administrative/executive support services in the office of the Principal. Oversee the development, implementation and monitoring of policies. Establish office procedures and operating systems. Render administrative/executive support services in the office of the Principal including effective and efficient management of the college and management of workflow in the office of the Principal. Conduct research and provide expert administrative advice to the Principal and other officials in the college. Draft letters, memorandums and submissions. Ensure that approved minutes are signed off and safely kept. Prepare all presentations, speeches, addresses, report of the college and council committee meetings. Oversee and maintain logistics within the office of the Principal including arrangement of meeting and training interventions. Oversee and monitor the budget in the office of the Principal. Assist in ensuring effective and efficient administration and management of operations in the Principal's office, Manage the risk register of the Principal's office and champion risk management function. Maintain office budget and database of its expenditure. Attend to transactional processing sequence against allocated budget of expenditure incurred, claims and

deductions collating and forwarding reconciled amount for further processing. Ensure payment are authorized are underpinned by sound documentary support. Provide secretariat support to Senior Management and other external stakeholders. Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of the above structures. Provide technical support during meetings, proceedings and activities of the above structures. Distribution of relevant documents for meetings of above structures. Keeping a register of resolutions and supporting all relevant Council Members/Managers/Officials through continuous correspondence to remind them of what needs to be done. Provide strategic management, monitoring, and evaluation services. Oversee and coordinate strategic, annual, and operational planning within the Office of the Principal, including the consolidation of college plans, reports, and performance information to support effective governance and institutional performance. Coordinate, monitor, and manage the Audit Action Implementation Plan to ensure timely resolution of audit findings, compliance with internal controls, and effective risk management.

ENQUIRIES : Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223

APPLICATIONS : Please hand-deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Email Address: vacancies@lovedale.org.za

NOTE : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment.

CLOSING DATE : 28 September 2026

POST 33/43 : **SENIOR MANAGEMENT INFORMATION SYSTEM (MIS) OFFICER (SALARY REF NO: CORP/SNR-MIS/01**
Permanent (PERSAL Appointment)

SALARY : R413 001 per annum (Level 08), plus benefits

CENTRE : Corporate Office

REQUIREMENTS : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Information Management / Data Management, Management Information Systems or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in data management, TVET- MIS environment, database administration, information systems support, institutional reporting, or data analytics. Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, And Skills: Must have knowledge and understanding of office administration. Knowledge of Public Service legislations and policies. Knowledge and understanding of the TVETMIS system, annual reporting requirements by the Higher Education understanding, application and interpretation of office/information management systems. Business Management Systems (BMS), data management, compiling and interpretation of results and other statistics. Must have effective office administrative skills, team leadership and outcome driven, project management, sound communication (verbal and written) skills. Ability

to work independently and within a team. Good organisational, co-ordination and planning skills.

DUTIES : Maintain and manage the Business Management System (BMS) and related platforms, ensuring alignment with the DHET requirements through vigorous quality control and validation process. Ensure the overall supervision and proper management of TVET MIS, capturing and data extraction for the college within specified deadlines. Ensure the overall supervision, coordination, compilation and submission of MIS reports and statics. Ensure the overall supervision and verification of inputs captured on the Business Management System and other related system. Ensure the overall supervision and administration of all academic and student related system. Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates. Provide support in the administration, maintenance and optimisation of the College's Management Information Systems (MIS) to ensure integrity, availability and security of institutional information. Maintain and administer institutional databases, perform data validation and reconciliation, monitor system performance, implement system updates, maintain user access controls, perform routine backups and support the implementation of information security and data governance standards. Facilitate user training and assist in the implementation of system enhancements and continuous improvement initiatives in support of institutional objectives. Collect, extract, analyse, interpret and report on institutional data to support planning, monitoring and evidence-based decision-making. Develop and generate management reports, dashboards and statistical reports. Compiling weekly, quarterly and monthly reports on student's statistics amongst others for management, DHET and other stakeholders. Support the coordination and submission of statutory reports, monitor data quality and compliance with DHET reporting requirements, identify trends and provide analytical insights to improve institutional performance, ensure compliance with college policies, the Protection of Personal Information Act (POPIA) and other applicable legislation.

ENQUIRIES : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062

APPLICATIONS : Please hand deliver your application or email it to seniormis@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

NOTE : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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 six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE : 28 September 2026 at 12:00

POST 33/44 : **SENIOR FINANCIAL AID/BURSARY OFFICER REF NO: CORP/SNR-FIN-AID/02**
Permanent (PERSAL Appointment)

SALARY : R413 001 per annum (Level 08), plus benefits

CENTRE : Corporate Office

REQUIREMENTS : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Financial Management / Accounting or any other relevant

qualification. Must have a minimum of 3 to 5 years relevant work experience in bursary / financial aid services. Must be computer literate. Must be proficient in MS-Excel. Must have a valid driver's license. Competencies, Knowledge, And Skills: Must have knowledge and understanding of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, NSFAS guidelines and Financial Management practices and principles). Knowledge of basic financial operating systems. Must have good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy and aptitudes of figures.

DUTIES : Ensure overall supervision and coordination of student bursary schemes and financial aid administrative support services for the entire college. Ensure the overall supervision and administration of bursary and financial aid schemes application processes for the entire college in line with NSFAS guidelines, funder MOU/SLA and policies. Ensure overall supervision and authorisation of disbursement of funds. Ensure overall supervision and facilitation of other financial aid schemes. Ensure overall supervision, monitoring, evaluation and maintenance of database of all student applications in terms of Department of Higher Education and Training and NSFAS requirements. Ensure overall supervision and consolidate reports on all bursary and financial aid allocations for the entire college. Uploading and posting of all NSFAS student tuition remittances on the Pastel and Coltech systems including reconciliation and balancing thereof. Prepare and conclude annual NSFAS reconciliation report in terms of advances and tuition fee receipts/remittances. Identify all NSFAS overpayments and credits with interest that should be repaid and refunded to NSFAS annually. Follow up on outstanding close reports.

ENQUIRIES : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062

APPLICATIONS : Please hand deliver your application or email it to seniorfin@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

NOTE : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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 six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE : 28 September 2026 at 12:00

POST 33/45 : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: CORP/SNR-STATE/03**
Permanent (PERSAL Appointment)

SALARY : R413 001 per annum (Level 08), plus benefits

CENTRE : Corporate Office

REQUIREMENTS : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Accounting / Financial Management / Cost and Management Accounting or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in a financial management or finance environment. Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, and Skills: Must have knowledge of the TVET

sector prescripts, regulations and legislative framework. Knowledge of Public Service Act and Regulations. Must have knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Must have knowledge of financial accounting procedures, methods and principles established for the processing of specific salary/ financial transactions. Must have knowledge of the Public Service legislations, procedures, and Treasury Regulations (PFMA, GRAP, Financial Manual). Knowledge of financial operating systems (COLTECH, BAS, COLTECH, PASTEL etc). Should have good numeracy, accuracy, report writing, problem solving, planning, organising, team leadership and communication skills.

DUTIES : Ensure overall preparation and supervision and provision of financial reporting Submission of monthly reports to DHET, management and council sub-committee as and when required. Preparation of payments packs and reconciliation of all accounts on Pastel. Management of all retention creditors. Ensuring accuracy of payments before payments are released. Clearing of all unknown deposit accounts, processing student refunds, management of debt collector, preparation of appropriate reports for internal management decisions, preparation of monthly financial accounts, processing of month end journals, balancing of Fixed Asset Registers to ensure accurate month-end reporting. Review of all income and balancing of debtors control accounts with Pastel and. Ensure overall supervision of banking, cash and revenue management services. Reconcile all MOU/As with SETAs monthly including invoicing, recoveries of outstanding funds from SETA'S, prepare annual audit reconciliation schedule of SETAs against stipends made per individual SETA. Maintain fully updated, signed and complete documentation of each SETA signed agreement. Manage finance internal audit services. Ensure accuracy of general balances and prepare annually all supporting schedules for external audit. Review current finance policies and develop new policies where required. Assisting with all ad hoc requests.

ENQUIRIES : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062

APPLICATIONS : Please hand deliver your application or email it to ssa@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

NOTE : All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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 six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE : 28 September 2026 at 12:00

POST 33/46 : **SENIOR MARKETING AND COMMUNICATION OFFICER REF NO: CORP/MARKETING/04**
Permanent (PERSAL Appointment)

SALARY : R413 001 per annum (Level 08), plus benefits

CENTRE : Corporate Office

REQUIREMENTS : Matric / Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Communication/Marketing/Public Relations or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in marketing or communication. Must have a valid driver's license. Must be

computer literate. Competencies, Knowledge, And Skills: Must have knowledge of the TVET sector regulations and legislative framework. Knowledge of social media practice and channels. Understanding of the importance of brand guidelines. Knowledge and understanding of stakeholder management. Knowledge and understanding of digital marketing, website management and maintenance. Must have good marketing, verbal and written communication, inter-personal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented and project management skills.

DUTIES : Ensure overall supervision and provisioning of marketing, promotions and branding services. Ensure overall supervision and provision of public relations and media liaison services. Ensure overall supervision and provisioning of photographic services and drafting of articles. Ensure overall supervision and provisioning of communication services at all college events. Ensure overall supervision and regularly maintenance of the content, design and layout of the college website. Provide internal and external communication services.

ENQUIRIES : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062

APPLICATIONS : Please hand deliver your application or email it to seniormc@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

NOTE : All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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 six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE : 28 September 2026 at 12:00

POST 33/47 : **CHIEF ADMINISTRATION CLERK (CONDITIONS OF SERVICE) REF NO: UMF55/09/2026 (X1 POST)**
(Permanent)

SALARY : R338 106 per annum (Level 07), plus benefits as applicable in the Public Sector

CENTRE : Central Office

REQUIREMENTS : A Nation Senior Certificate plus an appropriate National Diploma / Bachelor's Degree in Human Resource Management / Public Administration / Public Management. A minimum of two (2) years relevant experience. Introduction to PERSAL Management Certificate. A valid driver's licence. Skills and Competencies: Extensive knowledge of Human Resource Management in the Public Service and employment legislation i.e Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment, Public Finance Management Act, Employment Equity Act. Policy on Incapacity Leave and Ill-health retirement, Promotion and Access of Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package). Communication Skills (verbal and written). Planning and organising skills. Knowledge and experience in pension administration and leave management.

DUTIES : Provide Service Conditions and Employee Benefits. Administer Service Terminations. Capture service terminations on PERSAL timeously. Complete and ensure correct submission of pension forms including nominations forms.

Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advise deceased employee's family to claim funeral benefits from GEPF. Capture transactions such as but not limited to housing payment of all allowances etc. Administer leave matters. Implement leave transactions and ensure the correct codes are used on PERSAL and on VIP system. Ensure leave applications comply with policies and prescripts. Ensure proper administration of incapacity leave. Draft circulars and make necessary arrangements pertaining road shows/ information sessions regarding conditions of service.

ENQUIRIES : Ms NA Sibiya Tel No: (035) 902 9500/01

APPLICATIONS : All applications should be emailed to the specified email address. The name of the post and reference number must be indicated in the email subject line. Applications should be sent as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. Email: Applications.central@umfolozi.edu.za

NOTE : A fully completed new Z83 form (in line with DPSA circular 19 of 2022), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za, and a detailed Curriculum Vitae. Copies of qualifications and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late applications (received after closing date and time) and incomplete applications will not be 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. 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. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 28 September 2026 at 16:00

POST 33/48 : **IT TECHNICIAN REF NO: RFT/IT/05**
Permanent (PERSAL Appointment)

SALARY : R338 106 per annum (Level 07), plus benefits

CENTRE : Randfontein Campus

REQUIREMENTS : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Information Technology/ Computer Science or any other relevant qualification. Must have a minimum of 1 to 2 years relevant work experience in information technology. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge, And Skills: Must have knowledge and understanding of IT hardware and software. Knowledge and understanding of desktop, networking, and voice communication infrastructure. Knowledge and understanding of IT help desk operation and program installations. Knowledge of IT first and second line of support. Knowledge and understanding of MIS, BAS, PERSAL, COLTECH and any related desktop systems. Should have good communication, time management, report writing, problem solving, client orientated, planning, organising, team leadership, people management skills. Ability to interact with service providers.

DUTIES : Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers, and data projectors. Assist in maintaining a service catalogue and standard operating procedures. Perform backups information, anti-virus support and offsite storage. Perform trouble shooting and diagnosis. Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system. Perform installation, configuration, testing and upgrade tasks that may require some research and analysis. Verify network cabling. Perform PC installations and software installations. Provide technical support of the configuration,

installation, repair and replacement of computers, printers, and telephones. Provide support of data migration during computer setup. Render IT information management services. Plan, develop and improve computer-based information systems. Maintain information management systems such as database to ensure integrity and security of data. Provide assistance on ICT related project activities. Assist in the development, implementation, and monitoring of ICT policies.

ENQUIRIES : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062

APPLICATIONS : Please hand deliver your application or email it to rfttechnician@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

NOTE : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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 six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE : 28 September 2026 at 12:00

POST 33/49 : **FINANCIAL AID/BURSARY OFFICERS (X4 POSTS)**
Permanent (PERSAL Appointment)

SALARY : R338 106 per annum (Level 07), plus benefits

CENTRE : Carletonville Campus Ref No: CARL/FIN-AID/06
Krugersdorp Campus Ref No: KC/FIN-AID/07
Krugersdorp West Campus Ref No: KW/FIN-AID/08
Randfontein Campus Ref No: RFT/FIN-AID/09

REQUIREMENTS : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Financial Management/Accounting or any other relevant qualification. Must have a minimum of 2 to 3 years relevant work experience in bursary / financial aid services. Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, And Skills: Must have basic knowledge and understanding of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, NSFAS guidelines and Financial Management practices and principles). Knowledge of basic financial application systems. Must have good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy and aptitudes of figures.

DUTIES : Coordinate student bursary schemes and financial aid administrative support services in the Campus. Administer the bursary and financial aid schemes application processes for the campus in line with NSFAS guidelines, funder MOU/SLA and policies. Review application for financial Aid. Analyse NSFAS provisionally funded students. Coordinate the authorisation of disbursement funds. Facilitate of other financial aid schemes. Report on all bursary and financial aid allocations to financial aid committee and other stakeholders. Timeous upload of all student bursary applications on the NSFAS portal including submission of any additional information/documents required by NSFAS to successfully process all applications. Reconciliation of upload data

on NSFAS, with Pastel and Coltech monthly including following up on all outstanding matters.

ENQUIRIES : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062

APPLICATIONS : Please hand deliver your application or email it to:
Financial Aid officer (Carletonville) – carlfin@westcol.co.za
Financial Aid Officer (Krugersdorp) – kdpfin@westcol.co.za
Financial Aid Officer (Krugersdorp West) – kwfin@westcol.co.za
Financial Aid Officer (Randfontein) – rftfin@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

NOTE : All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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 six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE : 28 September 2026 at 12:00

POST 33/50 : **ADMINISTRATIVE CLERKS: FINANCE (X2 POSTS)**
Permanent (PERSAL Appointment)

SALARY : R237 453 per annum (Level 05), plus benefits

CENTRE : Carletonville Campus Ref No: CARL/FINANCE/10
Krugersdorp West Campus Ref No: KW/FINANCE/11

REQUIREMENTS : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Finance/Financial Accounting/ Cost and Management Accounting / Internal Auditing or any other relevant qualification. Must be computer literate. Competencies, Knowledge, And Skills: Must have basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operation, ability to perform adequately and methodically under pressure. Knowledge of COLTECH, SAGE evolution and other relevant business information management systems. Should have good administrative, basic numeracy, accuracy, people management, communication, problem solving, planning, and organising skills.

DUTIES : Render financial accounting transactions, receive invoices, check correctness, verification, and approval and submitting for payment. Process invoices (capture payments). Follow-up on all outstanding student debts including clearing of student unknown deposit accounts. Prepare monthly debt management report on outstanding debts, recoveries. Reconcile campus tuition fee bank account. Submitting all refund and overpayments to Corporate for processing. Capturing all procurement requests on Pastel and follow through with procurement management. Assist in administration and controlling of petrol cards and college car bookings of all vehicles issued to campus (vehicles and generators). Assist with the coordination of bursary allocations. Administer the ordering of stationery and textbooks. Issue textbooks to students. Record issued stock. Conduct regular fixed asset verification ensuring all assets barcoded, correct details captured (location, description) and reconciled with Fixed Assets Register (moveable and

immoveable) Administer and record the movement of all assets on the fixed assets register. Identify all unusable and obsolete assets. Ensure completeness and accuracy of the fixed asset register for the annual external audit preparation.

ENQUIRIES : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062

APPLICATIONS : Please hand deliver your application or email it to:
Admin Clerk: Finance (Carletonville) – carlfinclerk@westcol.co.za
Admin Clerk: Finance (Krugersdorp West) – kwfinclerk@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

NOTE : All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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 six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE : 28 September 2026 at 12:00

POST 33/51 : **ADMIN CLERK: ADMINISTRATION SERVICES REF NO: RFT/ADMIN/CLERK/12**
Permanent (PERSAL Appointment)

SALARY : R237 453 per annum (Level 05), plus benefits

CENTRE : Randfontein Campus

REQUIREMENTS : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Public Administration/Management Assistant/Office Management and Technology or any other relevant qualification. A valid driver's license will be an added advantage. Must be computer literate. Competencies, Knowledge, And Skills: Must have knowledge and understanding of the registration processes and procedure. Ability to communicate well with people at different levels and backgrounds. Must have knowledge of switchboard operation. Must have good telephone etiquette. Ability to capture data. Should have sound organisational skills, planning, organising, communication, customer services and report writing skills. High level of integrity and loyalty.

DUTIES : Administer and assist with student registration processes in line with the college's Standard Operating Procedures (SOPs). Capture and verify student information on the Business Management System (BMS). Print and distribute control lists and class registers. Verify data before submission to the Department of Higher Education and Training (DHET). Screen and process online applications. Attend to student and public enquiries. Operate the campus switchboard and direct calls appropriately. Capture student marks and absenteeism accurately. Maintain updated student academic records and ensure all information is securely stored and accessible when required. Capturing and administration of requisition forms, receive goods and services, verify deliveries against relevant documents, and follow up on outstanding orders. Ensure proper documentation and filing for all procurement-related transactions at campus level. Provide administrative support services (application of college bursaries) to the campus management team.

ENQUIRIES : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062

APPLICATIONS : Please hand deliver your application or email it to Admin Clerk: Randfontein – rftadminclerk@westcol.co.za in a pdf format and as one attachment, quoting

the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

NOTE : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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 six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE : 28 September 2026 at 12:00

POST 33/52 : **ADMIN CLERK: MARKETING AND COMMUNICATION REF NO: CORP/MARKETING/13**
Permanent (PERSAL Appointment)

SALARY : R237 453 per annum (Leve 05), plus benefits
CENTRE : Corporate Office
REQUIREMENTS : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Communication/Marketing/Public Relations. Relevant work experience in marketing or communications will be an added advantage. A valid driver's license will be an added advantage. Must be computer literate. Competencies, Knowledge, And Skills: Knowledge of social media practice and channels. Understanding of the importance of brand guidelines, graphic design and applying across a range of channels. Knowledge and understanding of stakeholder management. Knowledge of events management. Knowledge and understanding of website maintenance Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of digital marketing.

DUTIES : Assist in marketing, promotions and branding services. Assist in the coordination of public relations and media liaison services. Assist in the coordination of photographic services and drafting of articles. Assist in the coordination of college events and communication administration services. Assist in updating the content, design and layout of the college website.

ENQUIRIES : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062
APPLICATIONS : Please hand deliver your application or email it to Admin Clerk: Marketing and Communication Corporate – corpadmin@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

NOTE : All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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 six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a

vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE : 28 September 2026 at 12:00

POST 33/53 : **DRIVER/MESSENGER (X3 POSTS)**
Permanent (PERSAL Appointment)

SALARY : R201 093. per annum (Level 04), plus benefits
CENTRE : Corporate Ref No: CORP/DRIVER/14
Carletonville Ref No: CARL/DRIVER/15
Randfontein Ref No: RFT/DRIVER/16

REQUIREMENTS : Grade 12/Matric Certificate or equivalent qualification plus a valid Code 10 drivers' licence. Must have a valid Professional Driving Permit (PDP). Must have a minimum of 1 to 2 years relevant work experience as a driver. Competencies, Knowledge, And Skills: Must have basic knowledge and understanding of relevant legislation, prescripts, policies and procedures. Procedure for motor maintenance of motor vehicle. Routing office support i.e. registry. Secondary function of making copies. Procedure for motor maintenance. Procedure to obtain trip authorisation. Completion of logbook of the motor vehicle. Writing of fuel consumables. Writing of kilometres services. Offer messenger services. Must have excellent driving skills. Must be able to fix or change flat tyres. Must be able to clean the vehicles. Must be willing to work after hours and on weekends. Will be required to provide services across all campuses/sites.

DUTIES : Drive light and medium-sized motor vehicles to transport passengers (staff and students) and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books regarding the vehicle and the goods handle. Render a clerical support/massager service in the relevant office. This would, inter alia, entail the following: Assist in the registry, copy and fax documents. Collect and deliver documentation and related items in the department.

ENQUIRIES : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062
APPLICATIONS : Please hand deliver your application or email it to:
Driver: Corporate office - corpdrivers@westcol.co.za
Driver: Carletonville – carldriver@westcol.co.za
Driver: Randfontein - rftdriver@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

NOTE : All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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 six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE : 28 September 2026 at 12:00

POST 33/54	:	**HANDYMAN (X2 POSTS)** Permanent (PERSAL Appointment)
SALARY	:	R170 226 per annum (Level 03), plus benefits
CENTRE	:	Corporate – Ref No: CORP/HANDYMAN/17 Randfontein – Ref No: RFT/HANDYMAN/18
REQUIREMENTS	:	ABET Level 4/Standard 8/Grade 10. Must have a minimum of 1 to 6 months relevant work experience in semi-skilled manual labour. A valid driver's license will be an added advantage. Competencies, Knowledge, And Skills: Must have basic knowledge and understanding of building maintenance. Knowledge of infrastructure policies. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of building laws. Safe keeping of tools. Storage requirement. Operating equipment. Must have good communication (verbal and written), reading, people management, office management, administration, analytical, problem-solving, planning and organising skills. Must be disciplined. Will be required to provide services across all campuses/sites.
DUTIES	:	Maintenance of office buildings. Conduct regular building inspections. Attend to minor electrical, plumbing and carpentry problems. Maintenance of office equipment and furniture. Repair broken furniture and equipment. Ensure tools are cleaned and stored in a safe environment. Report defects. Safekeeping of maintenance tools and supplies. Perform duties in accordance with instructions and the OHS Act.
ENQUIRIES	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062
APPLICATIONS	:	Please hand deliver your application or email it to Handyman: Corporate Office - corphandyman@westcol.co.za Handyman: Randfontein - rfthandyman@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
NOTE	:	All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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 six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
CLOSING DATE	:	28 September 2026 at 12:00
POST 33/55	:	**CLEANERS (X2 POSTS)** Permanent (PERSAL Appointment)
SALARY	:	R144 024 per annum (Level 02), plus benefits
CENTRE	:	Carletonville Campus Ref No: CV/CLEANER/19 Krugersdorp West Campus Ref No: KW/CLEANER/20
REQUIREMENTS	:	Grade 10 or ABET Level 4. Knowledge of cleaning and maintenance procedures. Basic knowledge of safety requirements attached to the duties of the post. Knowledge of basic hand tools. Must have basic numeracy and literacy skills to read operating instructions and notices. Competencies, Knowledge, And Skills: Should be committed, hardworking and must be able and willing to work long hours and under pressure. Must have good interpersonal relations and verbal communication skills. Knowledge of

repetitive tasks. Knowledge of hygiene and facilities policies. Knowledge of relevant legislation, prescripts, policies, and procedures.

DUTIES : Maintaining the cleanliness of the building by performing various cleaning duties which includes but not limited to dusting and waxing office furniture, sweeping, scrubbing, and waxing of floors, cleaning walls, windows, and floors. Collecting and removing of waste papers. Freshen the office areas. Clean the college/campus kitchen and basins. Wash and pack kitchen utensils. Empty and wash waste bins and send recyclables to disposal area. Cleaning of the ablution facilities. Cleaning of foyers and corridors.

ENQUIRIES : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062

APPLICATIONS : Please hand deliver your application or email it to Cleaner: Carletonville – carlcleaner@westcol.co.za
Cleaner: Krugersdorp West – kwcleaner@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

NOTE : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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 six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE : 28 September 2026 at 12:00

ANNEXURE F

DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs (DHA) seeks to hire patriotic, professional, 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 deliver on the needs of DHA Clients with the highest levels of dignity, integrity and innovation, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date.

CLOSING DATE : 28 September 2026

APPLICATIONS : The DHA is a merit-based, equal opportunity and affirmative action employer. In line with its commitment to promoting representivity, in the filling of entry-level positions preference may be given to locally based candidates on grounds of affordability as well as to (unemployed) youth and the DHA's interns and learners who have successfully completed their respective skills development programmes. In the filling of all posts, preference may be afforded to persons with disabilities, and in respect of SMS-level posts, to women. Persons falling in these categories and who meet the post requirements are preferred. The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Applicants' personal information will be used for recruitment purposes, retained where required for audit, and safeguarded against unauthorised disclosure, except where legally required. Submission of an application constitutes consent to such processing. 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. Where a valid Driver's License and a Professional Driving Permit (PDP) is a requirement, this must be indicated on the CV. 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); for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity, 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.

OTHER POSTS

POST 33/56 : **DEPUTY DIRECTOR: APPEALS REF NO: HRMC 62/26/1**
Branch: Permanent Resident Permits

SALARY : R1 101 468 - R1 297 476 per annum (Level 12), (an all-inclusive salary package)

CENTRE : Head Office: Tshwane

REQUIREMENTS	:	An undergraduate qualification in Law, Public Management, Public, Administration, Policing, Criminology, Forensics, Criminal Justice at NQF level 6 equivalent as recognized by SAQA. 3 years' experience at Junior Management/ Assistant Director Level in Law, analysis and interpretation of immigration information is required. Knowledge of the Constitution of South Africa. Knowledge and u021nderstanding of the Immigration Act and its regulations. Knowledge of Refugee Act. Knowledge of other Department's policies, prescripts and practices. Understanding of International Conventions and protocols. Knowledge and understanding of Civil Aviation Organization. Broad knowledge and understanding of PFMA and Treasury regulations. Understanding of Public Service Act. Understanding of another relevant legislative framework. Knowledge and understanding of all departmental legislations and prescripts. Knowledge and understanding of Public Service Prescripts and Legislations. Willingness to travel and work extended hours. Required skills and competencies: People Management and Empowerment. Service Delivery Innovation. Client Orientation and Customer Focus. Manpower forecasting and planning. Financial Management. Honesty and integrity. Project Management. Communication. Decision Making. Influencing and Networking. Problem Solving and Conflict management. Business report Writing. Research Methodology. Presentation Skills. Planning and Organising. Strong Analytical Skills. Computer Literacy. Facilitation Skills. Negotiation Skills. Interpersonal Relations.
DUTIES	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the processing Permanent Residence Permit appeals. Ensure the effective management and handling of Permanent Residence Permit (PRP) appeals. Manage the review initial decisions, supporting documents, and relevant casefiles. Ensure and verify the completeness, accuracy, and legality of submitted. appeals applications. Manage and ensure that detailed assessments are conducted to determine whether a decision should be upheld, modified. Monitor deadlines and ensure decisions are issued within prescribed timelines. Establish and maintain good working relationship with all the relevant stakeholders regarding PRP appeals process. Implement effective risk and compliance on the processing PRP appeals in line with the relevant legislative prescripts. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
ENQUIRIES	:	Head Office: Ms B Kabinde Tel No: (012) 406 4239
APPLICATIONS	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or imsrecruitment@dha.gov.za
POST 33/57	:	**ASSISTANT DIRECTOR: DISTRICT COORDINATION REF NO: HRMC 62/26/2**
SALARY	:	R487 197 - R573 897 per annum (Level 09), (A basic salary package)
CENTRE	:	Limpopo: District Municipality Office: Mopani
REQUIREMENTS	:	An undergraduate qualification in Public Management, Administration, Public Management, Operations Management at NQF level 6 as recognised by SAQA. A minimum of 3 years' experience as a Senior Administrative Officer is required. Experience in coordination is required. Basic Knowledge of Civic Services and Immigration Acts. Understanding of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of Departmental Legislation as well as Human Resources Regulatory Framework. Knowledge of the Public Service Regulations. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Capability and Leadership. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Accountability. Business Continuity. Project Management. Conflict Management. Decision Making. Presentation Skills. Problem Solving. Business Report Writing. Influencing and Networking. Planning and Organising. Coordination skills. Computer Literacy. Communication skills. Coordination skills. Patriotic, Honesty, Integrity and Accountability.
DUTIES	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate and coordinate the district operations to enhance service delivery. Monitor the District's budget, developing and implementing plans. Monitor the district's performance by ensuring that the district's operations run smoothly and report to the Line Manager on progress timeously.

Communicate all eligible Local Manager's credential responsibilities, program requirements, and expectations from District Manager. Coordinate the district calendar, meetings, dates, special events, and meetings and events. Collaborate with district staff to align district plans and strategies. Lead the District-level team, and ensure a coordinated approach to all components in the district and resolve concerns or problems. Work with the District Government and other stakeholders to develop annual plans for activities under each component, and to build relationships. Lead communication and stakeholder engagement activities with district government, civil society and private sector. Ensure the timely submission of financial and operational reports. Facilitate and Consolidate information on all operations in the District to enhance service delivery. Ensure successful business transformation. 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 best practices and compliance with regulatory requirements.

ENQUIRIES : Limpopo: Mr J Kgole Tel No: (015) 287 2802

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:-Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699.

ANNEXURE G

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 28 September 2026 at 16:00

NOTE : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. All shortlisted candidate, including the SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidates suitability based on the posts technical and generic requirements and the other must be integrity (ethical conduct) assessment. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Applications submitted via email will be acknowledged via an automated response. Applications received manually will not be acknowledged due to the high volume of applications received. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

OTHER POSTS

POST 33/58 : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AUDITS REF NO: 3/1/1/1/2026/231 (X2 POSTS)**
Directorate: Information Technology Audit
This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R932 292 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Auditing / Information Technology (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience in Information Technology Auditing at Assistant Director or equivalent level. A valid driver's licence. Job related knowledge: Project management best practice, The Standard of the Institute of Internal Auditors, Risk based Internal Audit methodologies and procedures and software. Job related skills: Communication (verbal and written). Interviewing. Analytical and problem-solving ability. Staff and interpersonal relations. Project management.

Computer literacy. Business process and analysis. Risk and control assessment. Work under pressure and meet deadlines.

DUTIES : Participate in the compilation of the Information Technology Audit Directorate's strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies, and procedures on an annual basis. Participate in the compilation of the Information Technology Audit Directorate's operational plan by April each year. Compile the Information Technology Audit Directorate's operational and process risk registers by April each year. Implement the Information Technology Audit Directorate's operational plan and risk register action plans allocated to this position on a continuous basis and report progress to the Director: Information Technology Audit monthly. Participate in the compilation of the Information Technology Audit Directorate's portion of the Strategic 3 year-Rolling and Annual Internal Audit Plans April each year. Execute / manage the planning of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / manage the compilation on the electronic audit software of the planning phase deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Director: Information Technology Audit on a weekly basis. Execute / manage the execution of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / manage the compilation on the electronic audit software of the execution phase deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Director: Information Technology Audit on a weekly basis. Execute / manage the reporting of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / manage the compilation on the electronic audit software of the reporting phase deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Director: Information Technology Audit on a weekly basis. Execute / manage the closure of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda and Follow-up on implementation of management action plans on Internal Audit reports of specialised annual and previous audit plan projects. Execute / manage the compilation on the electronic audit software of the closure phase deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Director: Information Technology Audit on a weekly basis. Evaluate the line management's status of implementation of action plans of the Information Technology Audit Directorate's specialised internal audit reports allocated to this position and perform the adequacy assessment of management action plans implemented on a quarterly basis. Manage the information Technology Directorate's resources allocated to this position. Manage human, logistical, and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.

ENQUIRIES : Mr M. Rammutla Tel No: (012) 312 9840

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post231@dlrrd.gov.za

NOTE : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

POST 33/59 : **ASSISTANT DIRECTOR: FINANCIAL PLANNING REF NO: 3/1/1/1/2026/223**
Directorate: Budget Performance Management

SALARY : R487 197 per annum (Level 09)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Financial Management / Cost and Management Accounting / or equivalent qualifications (NQF Level 6). Minimum

of 3 years of experience at a supervisory level in the budget planning environment. A valid driver's licence. Job related knowledge: Budget systems. Computer accounting software. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Advanced Computer literacy (Excel etc.). Planning and organising. Resource planning. Problem solving and decision making. Time management. Business management. Communication (verbal and written). Ability to work within a team.

DUTIES : Initiate budget compilation process annually. Develop, implement and evaluate budget inputs for budget framework processes, Adjusted Estimates of National Expenditure (AENE), Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE) and Roll-overs. Manage Branch budget processes as per the action plan. Attend information sessions for budget programmes managers. Consolidate budget input from the Branch. Monitor budget in accordance with the vote. Monitor budget implementation for programmes in accordance with the appropriation bill. Monitor the implementation for capturing the original budget (ENE) and adjust budget (AENE) on Basic Accounting System (BAS) annually. Manage Standard Charts of Accounts (SCOA) segment aligned to vote. Monitor and advice responsibility managers to relocate budget to items with negative balance. Monitor balancing report at the end of the month. Monitor and advise with the preparation of realignment documents quarterly. Manage the budget maintenance. Monitor the implementation of BAS budget structures. Monitor economic reporting format allocation combinations.

ENQUIRIES : Mr N Malisha Tel No: (012) 312 8962

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post223@dlrrd.gov.za

NOTE : EE Targets: African, Indian, and White Males and Coloured and Indian Females and Persons with disabilities.

POST 33/60 : **STRATEGIC PLANNING OFFICER REF NO: 3/1/1/1/2026/229**
Directorate: Strategic Planning

SALARY : R487 197 per annum (Level 09)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Public Management / Public Administration / Business Administration / Business Management / Management or equivalent qualification. Minimum of 3 years' experience in strategy planning or monitoring and evaluation in a government environment. A valid driver's licence. Job related knowledge: Knowledge in government planning cycle (Medium Term Expenditure Framework (MTEF), Medium-Term Development Plan (MTDP), outcomes approach, etc.). Government policies related to strategic planning, monitoring and evaluation, outcomes approach, and those related to the Department of Land Reform and Rural Development. Basic research. Developing indicators and managing performance information. Job related skills: Computer literacy. Report writing. Communication (verbal and written) and interpersonal relations. Information collection analysis and interpretation. Organisational and coordination. Analytical. Teamwork.

DUTIES : Understand departmental planning processes by arranging, coordinating, and facilitating planning workshops. Arrange and coordinate planning workshops will include sending invitations, securing of venues, crafting agendas and circulation thereof. Facilitate events during and after planning workshops by ensuring that information gathered during and after planning workshops is disseminated to stakeholders and feedback is provided within set timelines. Gather, analyse and organise information in preparation for strategic planning workshops and documents. Collect planning information from branches, provinces analysed in terms of relevance and applicability. Check reliability before being presented to the planning session. Conduct the development of Annual Performance Plans (APP) and Branch Annual Operational Plans (AOP). Coordinate inputs towards APP and AOP for alignment to the Strategic Plan and the Medium-Term Development Plan (MTDP) documents. Align information to high level plans of the government. Conduct reviews and re-alignment of Annual Performance Plan and Strategic Plan (SP). Assist in coordinating and facilitating the review and re-alignment of the APP and SP.

Realign plans taking into consideration resources at the department's disposal and current performance trends. Assist in coordinating the process of developing the departmental planning guidelines. Provide technical support to provinces during the department of Integrated Operational Plans (IOP). Provide technical support to provinces during the development of IOPs.

ENQUIRIES : Ms T Matshiya Tel No: (012) 312 9735

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post229@dlrrd.gov.za

NOTE : EE Targets: African, Coloured, Indian, and White Males and Coloured, Indian and White Females and Persons with disabilities.

POST 33/61 : **STRATEGY ANALYST REF NO: 3/1/1/1/2026/230**
Directorate: Strategic Planning

SALARY : R487 197 per annum (Level 09)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Public Management / Public Administration / Business Administration / Business Management / Management or equivalent qualification. Minimum of 3 years' experience in strategy planning or monitoring and evaluation in a government environment. A valid driver's licence. Job related knowledge: Knowledge in government planning cycle (Medium Term Expenditure Framework (MTEF), Medium-Term Development Plan (MTDP), outcomes approach, etc.). Government policies related to strategic planning, monitoring and evaluation, outcomes approach, and those related to the Department of Land Reform and Rural Development. Basic research. Developing indicators and managing performance information. Job related skills: Computer literacy. Report writing. Communication (verbal and written) and interpersonal relations. Information collection analysis and interpretation. Organisational and coordination. Analytical. Teamwork.

DUTIES : Understand departmental planning processes by arranging, coordinating, and facilitating planning workshops. Arrange and coordinate planning workshops will include sending invitations, securing of venues, crafting agendas and circulation thereof. Facilitate events during and after planning workshops by ensuring that information gathered during and after planning workshops is disseminated to stakeholders and feedback is provided within set timelines. Gather, analyse and organise information in preparation for strategic planning workshops and documents. Collect planning information from branches, provinces analysed in terms of relevance and applicability. Check reliability before being presented to the planning session. Conduct the development of Annual Performance Plans (APP) and Branch Annual Operational Plans (AOP). Coordinate inputs towards APP and AOP for alignment to the Strategic Plan and the Medium-Term Development Plan (MTDP) documents. Align information to high level plans of the government. Conduct reviews and re-alignment of Annual Performance Plan and Strategic Plan (SP). Assist in coordinating and facilitating the review and re-alignment of the APP and SP. Realign plans taking into consideration resources at the department's disposal and current performance trends. Assist in coordinating the process of developing the departmental planning guidelines. Provide technical support to provinces during the department of Integrated Operational Plans (IOP). Provide technical support to provinces during the development of IOPs.

ENQUIRIES : Ms T Matshiya Tel No: (012) 312 9735

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post230@dlrrd.gov.za

NOTE : EE Targets: African, Coloured, Indian, and White Males and Coloured, Indian and White Females and Persons with disabilities.

POST 33/62 : **PRINCIPAL GEOMATICS OFFICER REF NO: 3/1/1/1/2026/227**
Directorate: Mapping Services

SALARY : R413 001 per annum (Level 08)

CENTRE : Western Cape (Mowbray)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Minimum of 6 years geomatics post qualification experience in

geomatics, geospatial information science. Job related knowledge: Knowledge of surveying, photogrammetry, cartography, geo-spatial information science. Good Geographical Information Science (GIS) knowledge regarding data capture, structuring and manipulation. Knowledge of aerial photo interpretation for topographic mapping. Knowledge including feature identification and data representation. Knowledge of Geographical Information Systems software. Performance management and monitoring. Theory, principles and practices of standards. Job related skills: Problem solving and analysis. Decision making. Team leadership and creativity. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management and negotiation.

DUTIES : Capture different geospatial data into the Integrated Topographic System. Interpret imagery and map the topographical features. Ensure topological rules are applied in accordance with the topographic standard. Document the processes for application of topographical rules. Ensure all topographical features metadata is captured. Map the land cover classes in accordance with the defined standard. Perform geospatial data analysis according to the requirements. Quality check the accuracy of mapped land cover classes in accordance with requirements. Ensure compliance to the standards in maintaining geospatial in the database. Monitor availability of archives tapes. Contribute / participate in the development of procedure and standard documents. Provide reports on the monitoring of the Tape Library equipment's and software. Ensure random checks on readability of archive tapes. Extract and provide geospatial data from the database. Process the aerial imagery spatial flight plan data (photo, flight lines and boundary) in the database and provide a report. Provide report on all completed and published vector data to Integrated Topographic Information System (ITIS) for aerial Imagery. Store all aerial imagery ground position system data files in the database according to the defined structure. Acquire, process and produce geospatial information for all mapping purposes. Source, edit and manipulate geospatial data for creating maps. Prepare, validate and import geospatial data for map spatial environment. Validate the processed geographic names and ancillary data. Ensure application of defined cartographic generalisation principles to enhance geospatial data during map production. Ensure compliance to standards and specifications at all times. Undertake photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Perform quality check and verify accuracy of processed data as required. Archive the final maps and geospatial data in accordance with the standard. Disseminate, promote and quality assure geo-spatial information and services to clients. Provide and ensure the correctness of geo-spatial information to clients in accordance with service delivery standards. Create awareness to internal and external clients. Report on quality related issues and participate in processes to ensure quality. Assist with the revision of datasets of products and services for established vendors with district municipalities. Assist with stock management and stock reconciliations. Maintain copyright of geospatial information. Ensure correctness of invoices and quotations. Perform administrative and related functions. Provide advice to clients on use of products and services, including the Geoportal. Acquire, validate and process ancillary data for topographic mapping purposes. Verify and ensure all geo-spatial data and materials for field annotation are accurate for each map. Use the different ancillary geospatial data and verify all the changes detected on previous edition map are recorded. Prepare a report with all the queries classified from digital field annotation for each map. Source ancillary data and authenticate the geographic names and their geographic position in a map. Ensure all captured and processed ancillary data meets the requirements and available in the database (Integrated Topographic Data).

ENQUIRIES : Ms T Rambau Tel No: (021) 658 4300

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post227@dlrrd.gov.za

NOTE : EE Targets: African, Coloured, and Indian Males and African and Indian Females and Persons with Disabilities.

POST 33/63 : **SENIOR STATE ACCOUNTANT REF NO: 3/1/1/1/2026/228**
Directorate: Financial And Supply Chain Management Services

SALARY : R413 001 per annum (Level 08)

CENTRE	:	KwaZulu Natal (Pietermaritzburg)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Cost and Management Accounting / Public Finance / Financial Management (NQF Level 6) or related equivalent qualification. Minimum of 2 years' experience in a financial management environment. A valid driver's license Job related knowledge: Treasury or Financial Regulations or the Public Financial Management Act (PFMA). PERSAL, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Know Treasury Regulations and PFMA. Knowledge of Public Service Regulations. Job-related skills: Supervision. Communication (verbal and written).
DUTIES	:	Process BAS, PERSAL and LOGIS transactions: Check and verify BAS and PERSAL advice. Authorise transactions on BAS, PERSAL and LOGIS. Maintain budget. Analyse and manage travel agency account. Ascertain invoices received. Reconcile/analyse key accounts. Accumulate synopsis report (age analysis). Facilitate and compile financial reports. Compile and submit inputs and portfolio of evidence (POEs) on financial reports (accruals and payables reports). Report on invoices paid within 30 days. Facilitate compilation of Medium-Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), Adjusted Estimates of National Expenditure (AENE) inputs. Facilitate misallocations. Perform shifting of funds. Analyse expenditure trends. Manage petty cash. Check and sign petty cash replenishment and balance cash on hand. Facilitate petty cash count and reporting. Request for petty cash facilities and increase.
ENQUIRIES	:	Mr NR Jacquire Tel No: (033) 264 9500
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post228@dlrrd.gov.za
NOTE	:	EE Targets: African and White Males and Coloured and White Females and Persons with Disabilities.
POST 33/64	:	**SENIOR STATE ACCOUNTANT REF NO: 3/1/1/1/2026/232** Directorate: Quality Assurance and Administration
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Financial Accounting or Financial Management or Internal Auditing or any other relevant equivalent qualification. Minimum of 2 years' experience in finance. A valid driver's licence. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Knowledge of BAS, Division of Revenue Act, Public Finance Management Act and Treasury Regulations and legislation relevant to financial accounting. Knowledge of finance administration, including legislation relevant to financial accounting. Job related skills: Report writing and communication (verbal and written), Interpersonal relations, Computer Literacy, Analytical abilities and Proficiency in Excel and MS Word.
DUTIES	:	Reconcile restitution payments and expenditure records. Compile project payments list and perform reconciliation. Facilitate payments instructions using correct information of claimants, allocation and matching fields. Maintain BAS and PERSAL payments. Coordination of Supply Chain Management services. Prepare quarterly reports for inputs to the Financial Statements (Commitments, Land Purchase Interests, Bank Accounts and Contingencies) for input to the interim and Annual Financial Statement. Manage audit queries. Coordinate Audit Findings. Facilitate the timeous response to audit findings and ensure that set due dates are adhered to. Coordinate information requested by Office of the Auditor-General, Internal Audit, SIU and Forensic Auditors. Consolidate registers and payment records. Manage the reconciliation of projects between the Commitment Register, Summary Vote sheets, XXX Reports, BAS and Project files as needed. Update Commitment Register and Land Purchase Register on a monthly basis. Update summary sheets, XXX Reports as needed. Compile General Journals in cases of the misallocations for corrections. Update the suspense account. Update Suspense Account Summaries. Compile suspense account reports on monthly basis.
ENQUIRIES	:	Ms Z Zwane Tel No: (012) 337 3777

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post232@dlrrd.gov.za

NOTE : EE targets: African, Coloured, Indian and White Males and Indian and White females as well as Persons with disabilities are encouraged to apply

POST 33/65 : **INFORMATION SECURITY OFFICER REF NO: 3/1/1/1/2026/233**
Directorate: Document Security Compliance and OHS

SALARY : R338 106 per annum (Level 07)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicant must be in possession of a Grade 12 Certificate and a National Diploma in Management / Records Management / Security Management (NQF Level 6) or related equivalent qualification. Minimum of 1 year experience in relevant working environment. A valid driver's licence. Job related knowledge: Knowledge of information security, records management, and minimum information standards. Job related skills: Communication (verbal and written), Facilitation, Report writing, Interpersonal relations and analytical. Must be able to travel extensively.

DUTIES : Perform document/information management control. Implement Document and Information Security in terms of MISS. Monitor and inspect the movement of information within DLRRD. Implement standards for ensuring controlled access of information. Implement departmental security policies and standard operating procedures. Develop standard operating procedures in line with MISS. Ensure classification of sensitive information in line with MISS. Ensure that all officials complete declaration of secrecy forms. Perform security audits. Perform after-hours inspections. Report incidents pertaining to information security. Ensure that all officials complete declaration of secrecy forms. Facilitate Communication Security through SSA. Conduct ad hoc Registries Security inspection in line with MISS. Integrated Security Strategy of DLRRD in line with MISS and MPSS. Conduct Information Security Awareness. Conduct induction presentations to newly appointed officials. Conduct feedback sessions on Security Audit and Assessments. Conduct Integrated Security Awareness. Develop an awareness pamphlet and ensure communication. Develop and Communicate Information Security Plans.

ENQUIRIES : Ms K Rathokolo Tel No: (012) 312 8567
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post233@dlrrd.gov.za

NOTE : EE Targets: Coloured, Indian and White Males, Coloured, Indian and White Females and Persons with Disabilities.

POST 33/66 : **FINANCE CLERK (SUPERVISOR) REF NO: 3/1/1/1/2026/234**
Directorate: Financial Accounting

SALARY : R338 106 per annum (Level 07)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Certificate or relevant equivalent qualification. Minimum of 3 years' experience in financial environment. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operated computer and collate financial statistics. Basic knowledge and insight of the Public Services Financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Job related skills: Planning and organisation. Computer operating. Language. Good communication (verbal and written). Basic numeracy skills. Flexibility, Interpersonal relations, Teamwork, ability to perform routine tasks, Ability to operate office equipment, Accuracy, Aptitude for figures, Willingness to work additional hours as and when required.

DUTIES : Supervise and render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification and approval (Internal control). Verify processing of invoices (e.g. capturing of payments). Supervise filing of all documents. Supervise collection of cash. Supervise and perform salary administration support services. Receive and allocate salary advices. Process and ensure the processing of salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Supervise the filling of all documents. Supervise and perform

bookkeeping support services. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journal and verify the compilation of journals. Render a budget support service. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variance. Verify the capturing, allocations virements on budget. Supervise the distribution of documents with regard to the budget. Supervise the filling of all documents. Supervise the receipt and capturing of cash payments. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms SH Sambo Tel No: (012) 312 8861

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post234@dlrrd.gov.za

NOTE : EE Targets: Coloured and Indian Males and Coloured Females and Persons with disabilities.

POST 33/67 : **CADASTRAL OFFICER REF NO: 3/1/1/1/2026/224 (X2 POSTS)**
Directorate: Cadastral Information, Maintenance and Supply Services

SALARY : R280 278 per annum (Level 06)

CENTRE : Northwest (Mmabatho)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 and Certificate National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy. Understanding spatial data. Knowledge of the functions of Surveyors'-General Offices. Job related skills: Good interpersonal relations. Good communication (verbal and written). Computer software. Good organising ability.

DUTIES : Capture, maintain and update alpha numeric data of all cadastral documents: Capture alpha and numeric information from newly submitted Cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update Cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify Historical Cadastral documents. Maintenance of Cadastral Documents in accordance with legislated processes: Perform Withdrawal or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements: Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients: Issue Survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from NGI according to signed service level agreements. Capture, maintain and update spatial data: Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement, or withdrawal: Scan newly approved cadastral documents. Re-scan all updated cadastral documents. Link the deposited scanned images to the alpha numeric data.

ENQUIRIES : Ms N Duiker Tel No: (018) 388 7108

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to Post224@dlrrd.gov.za

NOTE : EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.

POST 33/68 : **CADASTRAL OFFICER REF NO: 3/1/1/1/2026/225 (X2 POSTS)**
Directorate: Examination, State and Land Reform Surveys Services

SALARY : R280 278 per annum (Level 06)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy. Understanding spatial data. Knowledge of the functions of Surveyors'-General Offices. Job related skills: Good interpersonal relations. Good communication (verbal and written). Computer software. Good organising ability.
DUTIES : Capture, maintain and update alpha numeric data of all cadastral documents: Capture alpha and numeric information from newly submitted Cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update Cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify Historical Cadastral documents. Maintenance of Cadastral Documents in accordance with legislated processes: Perform Withdrawal or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements: Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients: Issue Survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from NGI according to signed service level agreements. Capture, maintain and update spatial data: Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement, or withdrawal: Scan newly approved cadastral documents. Re-scan all updated cadastral documents. Link the deposited scanned images to the alpha numeric data.
ENQUIRIES : Ms M Nkuna Tel No: (015) 495 1905
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post225@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.

POST 33/69 : **CADASTRAL OFFICER REF NO: 3/1/1/1/2026/226 (X3 POSTS)**
Directorate: Cadastral Information, Maintenance and Supply Services

SALARY : R280 278 per annum (Level 06)
CENTRE : Mpumalanga (Mbombela)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy. Understanding spatial data. Knowledge of the functions of Surveyors'-General Offices. Job related skills: Good interpersonal relations. Good communication (verbal and written). Computer software. Good organising ability.
DUTIES : Capture, maintain and update alpha numeric data of all cadastral documents: Capture alpha and numeric information from newly submitted Cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update Cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify Historical Cadastral documents. Maintenance of Cadastral Documents in accordance with

		legislated processes: Perform Withdrawal or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements: Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients: Issue Survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from NGI according to signed service level agreements. Capture, maintain and update spatial data: Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement, or withdrawal: Scan newly approved cadastral documents. Re-scan all updated cadastral documents. Link the deposited scanned images to the alpha numeric data.
ENQUIRIES	:	Ms Z Hadebe Tel No: (013) 754 8022
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post226@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males and Indian and White Females and Persons with disabilities.
POST 33/70	:	**SECRETARY REF NO: 3/1/1/1/2026/221** Directorate: Forensic Investigations
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.) Job related skills: Good telephone etiquette. Sound organisational ability. Good people skills. Computer literacy. Ability to communicate well with people at different levels and from different backgrounds (both written and verbal). Ability to act with tact and discretion.
DUTIES	:	Provide a secretariat / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Keep abreast with the procedures and process that apply in the office of the senior manager.
ENQUIRIES	:	Mr M Rammutla Tel No: (012) 312 9840

APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post221@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
POST 33/71	:	**SECRETARY REF NO: 3/1/1/1/2026/222** Directorate: Strategic Institutional Partnerships
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.) Job related skills: Good telephone etiquette. Sound organisational ability. Good people skills. Computer literacy. Ability to communicate well with people at different levels and from different backgrounds (both written and verbal). Ability to act with tact and discretion.
DUTIES	:	Provide a secretariat / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Keep abreast with the procedures and process that apply in the office of the senior manager.
ENQUIRIES	:	Mr I Mokalapa Tel No: (012) 312 8257
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 Or by email to Post222@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

ANNEXURE H

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 (Act55) 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 : **National Office**: (Midrand)/Constitutional Court: Braamfontein: 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

Mpumalanga Provincial Service Centre/Mbombela Middelburg /: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

Western Cape/Cape Town: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.

Free State: Bloemfontein: 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 Division of the High Court, Cnr President Brand and Fontein Street, Bloemfontein, 9301

Northern Cape: Provincial Service Centre/High Court: Kimberley: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300. Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley, 8301

Gauteng / Pretoria / Johannesburg / Land Court / Randburg / Labour and Labour Appeals Court: 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, 2001

KwaZulu-Natal/Durban High Court: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X54314, Durban, 4000 or hand deliver applications to Office of the Chief Justice Durban High Court, Human Resource Office, Ground Floor, Corner Somsteu Road and Stalwart Simelane Street, Durban, 4000

CLOSING DATE : 28 September 2026

NOTE : 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 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. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the 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/. 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 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 possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, social media, 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 33/72 : **SENIOR COURT INTERPRETER REF NO: 2026/131/OCJ**

SALARY : R338 106 – R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement

CENTRE : Western Cape Division of The High Court: Cape Town

REQUIREMENTS : Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. Minimum of two (02) years practical experience in Court Interpreting environment or Grade 12 with at least ten (10) years' practical experience in Court Interpreting environment. Proficiency in English, Afrikaans or isiXhosa. Proficiency in any other indigenous language i.e. Sotho, Tswana or Zulu, etc., a valid driver's license and knowledge of any foreign language will serve as an added advantage. Knowledge and skills: Knowledge of relevant acts and regulations, culture, subject area, how to translate and be able to keep time frame. Skilled in computer literacy (MS Office), communication (written and verbal), time management, interpersonal relations, planning and organising, decision making, analytical thinking, English language, problem solving. Along with the following attributes: flexible, self driven and motivated, ability to work under pressure, accuracy and attention to detail.

DUTIES : Render interpreting services, interpret in Criminal proceedings, Civil proceedings, Older Persons Act matters, Family, protection from Harassment Act matters, Labour court matters, Maintenance Act matters, Child Justice Matters, Inquests and Equality court matters, interpret in pre-trial proceedings and consultations, liaise with Supervisor or other Department/Organisation for foreign language interpreters, interpret from source target language during court proceedings for pretrials, consultations, interpret non-verbal gestures, dramatization and confessions, engage with the judiciary to confer on the readiness and/or performance in court, render interpreting for probono desk, render audible and clear interpreting from source to target language without embellishment or omissions while preserving the language, convey the correct

language in accordance with the language usage of the speaker, control the speaker and ensure that the citations are interpreted correctly, translate legal documents and exhibits, study and analyse the source documents, conduct the necessary research and consult with the relevant parties, ensure accurate cite translation of documents, check, edit and revise the translated documents, translate mechanically recorded audio material, develop terminology and provide support in the reconstruction of records, accumulate terminology and develop a database, populate the terms and respective meaning in the glossary register, gather all trial documents necessary to aid interpretation, coin words and perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES : Technical: Mr SD Hlongwane Tel No: (021) 469 4032
HR related enquiries: Ms N Chwethiso Tel No: (021) 480 2411

APPLICATIONS : Applications can be sent via email to 2026/131/OCJ@judiciary.org.za

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

POST 33/73 : **JUDGE'S SECRETARIES (X12 POSTS)**

SALARY : R338 106 – R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement

CENTRE : Gauteng Division of The High Court: Pretoria Ref No: 2026/132/OCJ (X5 Posts)
Gauteng Division of The High Court: Johannesburg Ref No: 2026/133/OCJ (X7 Posts)

REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate, a minimum of 20 modules completed towards an LLB, BA / BCOM Law degree. A minimum of two (2) years secretarial experience in the relevant field. Candidate to pass a typing test. A valid driver's licence will serve as an added advantage. Knowledge and skills: Knowledge on the Constitution of South, relevant legislatives, regulations, case lines, court online, secretariat prescripts, responsibilities, systems and procedures, Electronic Information Resources, online retrieval and Batho Pele principles. Skilled in communication, planning and organising, interpersonal, customer service, typing including Dictaphone typing, time management, Microsoft Office Programs, research capabilities, problem solving, judgment and decision making. Along with the following attributes: Assertive, meticulous, ability to work under pressure, time-bound, flexible, creativity, analytically, professionalism and attention to detail.

DUTIES : Diarise the appointments and meetings of the Judge, type and file the judgments, ensure the Judgments that are handed down (delivered), signed draft orders granted in court or virtually are sent to the Typist for scanning, upload unto Case-lines/Court-Online and the Library. Ensure that all visitors are received, screened and their queries are attended to, record all incoming and outgoing documents, order and collect stationery for the Judge, collect the files before the commencement of a Criminal matter from the Registrar's office at the Criminal section, keep update the register of reviews and sign on receipt to return the reviews to the Clerk, ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment 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 Argument from various stakeholders are available to the Judge as per the filing that was done, administer the correct Oath ID or declaration in court, when required, ensure that the bench book of the Judge is prepared and files are taken by Ushers to court before the commencement of the proceedings, ensure that all stakeholders involved are present in court before commencement of proceedings, ensure that all cases are called on record as per the court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters, ensure that in the Criminal Court exhibits are handled, controlled and noted professionally, ensure that all the travel, accommodation arrangements are in order and attend to sign the documents for approval, ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer, ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle, remind Judge of the invoices so that the submission of the S&T claims can be processed, ensure the submissions of Cell phone and 3G

data claims for process purposes and ensure that all updates on the loose leafs in the Judges library are attended to.

ENQUIRIES : Technical Related Enquiries, Pretoria: Mr PA Nkone Tel No: (012) 492 7606
Technical Related Enquiries, Johannesburg: Ms S Kajee Tel No: (010) 494 8486
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email on the below email addresses:
Pretoria: 2026/132/OCJ@judiciary.org.za
Johannesburg: 2026/133/OCJ@judiciary.org.za

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

POST 33/74 : **REGISTRAR (MR3-MR5) REF NO: 2026/130/OCJ**

SALARY : R337 563 - R1 155 777 per annum (MR3-MR5), Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division of High Court, Johannesburg

REQUIREMENTS : Applicants should be in possession of an LLB Degree qualification at NQF level eight (8). A minimum of two (2) years' experience in Legal environment obtained after qualification. **MR3:** LLB degree or equivalent qualification plus a minimum of 2 years post qualification experience in a legal profession (certificates of service must accompany the application). **MR4:** LLB degree or equivalent qualification plus a minimum of 8 years post-qualification experience in a legal profession (certificates of service must accompany the application). **MR5:** LLB degree or equivalent qualification plus a minimum of 14 years post-qualification experience in a legal profession (certificates of service must accompany the application). A valid driver's License will be an added advantage. Knowledge and skills: Knowledge of registry duties, Case Flow Management, legislative framework governing the public service, storage and retrieval procedures in terms of the working environment and Batho Pele Principles. Skilled in communication (verbal and written), computer literacy, numerical, planning, organising, problem solving, decision-making, interpersonal, conflict management, time management and analytical skills. Along with the following personal attributes: honesty and integrity, resilience, attention to detail, flexibility, strong work ethics professionalism, time bound, meticulous, trustworthy and observance of confidentiality.

DUTIES : Process default judgments to enhance efficiency of the court in handling of quasi- judicial functions, consider applications for default judgment (Rule 31[5]) by applying Court rules and regulations, case law, discretion and knowledge, ensure circulation of the outcome to the relevant litigating party, capture and update accurate Default applications register and data tool registered in the office daily, verify data and submit reporting tool on percentage of default judgments granted by Registrars to the Statistician, execute taxations to enhance efficiency of the court in handling of quasi-judicial functions, determine whether pleadings/ processes comply with the court rules. Tax bills of cost-by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs, process and finalise Opposed and Unopposed Taxations in accordance with SOP, deal with and finalise taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary. Finalise taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, capture and update accurate Bills of costs registered and data tools in the Office, submit reporting Tool on Taxations to the Statistician, verify data and submit reporting taxations dealt with by Registrars to the Statistician. Manage criminal/civil process to enhance efficiency of the court, analyse statistical data to assess trends and devise strategies to address identified risk factors, resolve Presidential Hotline queries and chapter 9 institution enquiries'-ordinate and report on the provision of support Registrars supporting offices, manage the allocation of performance information/data/Statistics for purpose of reporting as per Reporting Tools, maintain and update manual registers for Audit of reported Performance information, supervise and develop staff, ensure general supervision of employees. Allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of

employees, ensure that all employees are trained and developed 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, address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical Related Enquiries: Ms R Bramdaw Tel No: (010) 494 8486
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/130/OCJ@judiciary.org.za

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

POST 33/75 : **SECURITY SUPERVISOR REF NO: 2026/134/OCJ**

SALARY : R237 453 – R279 708 per annum (Level 05), The successful candidate will be required to sign a performance agreement

CENTRE : Gauteng Division of The High Court: Pretoria

REQUIREMENTS : Applicants should be in possession of Grade 12 certificate. A minimum of one (1) year experience in the relevant field. Grade B PSIRA certificate, a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of the access control procedures, measures for the control and movement of equipment and stores, prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures Security Policy and Procedures, Access to Public Premises and Vehicle Act, OHS Act, 85 of 1993. Skilled in computer literacy (MS Office), communication (verbal & written), supervisory, problem-solving, decision making, interpersonal relations, listening, planning and organising skills. Along with the following attributes: team worker, reliability and accountability, trustworthy, flexible, attention to detail, ability to work under pressure and confidence.

DUTIES : Supervise the security functions performed by the security officer's/service providers, authorise the equipment, documents and stores into or out of the building or premises, inspect and report all none functioning of security measures (e.g. X-Ray machines, Walk-through metal detectors, security lights and etc.), check incidents / occurrence books/registers, monitor and provide support in case of emergencies, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards, monitor access control to prevent unauthorised entry in buildings and other premises, provide security related services, identify risks and threats to the security of the department, provide information regarding incidents to investigating officers, conduct preliminary incident investigations and submit reports, report faulty equipment/systems, ensure systems are functioning optimally through scheduled services, monitor and respond to alarm system, administer all control room operations to safeguard the department's assets, supervise all control room activities, report all incidents and any identified non-compliance relating to security prescripts, review of footages upon request through proper procedure, update all registers for the incidents observed, provide support to administration and related functions, determine rosters, shift schedules and overtime, control leave and related personnel matters in line with HR procedures and prescripts, administer key control system, monitor performance of employees and determine training needs.

ENQUIRIES : Technical Related Enquiries: Mr PA Nkone Tel No: (012) 492 7606
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/134/OCJ@judiciary.org.za

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

POST 33/76 : **SECURITY OFFICER REF NO: 2026/137/OCJ 2026/135/OCJ**

SALARY : R170 226 – R200 523.per annum (Level 03) The successful candidate will be required to sign a performance agreement.

CENTRE : Kwazulu-Natal Local Division of The High Court: Durban

REQUIREMENTS : An applicant should be in possession of a grade 10 or equivalent qualification as recognised by SAQA. Basic Security Officer's course, at least Grade C with a valid PSIRA certificate. A minimum of one (1) year experience in security industry and a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of Access to Public Premises and Vehicle Act and other security related legislations, access control procedures, control

and movement of equipment and stores, prescribed security procedures (e.g. MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures and Batho Pele Principles. Skilled in interpersonal, client service, listening skills, problem solving, decision making, communication, computer and facilitating.

DUTIES : Perform access control functions, determine whether visitors have appointments/or the service that visitor requires, contact the relevant employees to confirm the appointment or refer the visitor to the relevant service delivery point, ensure that the admission control register is completed and issue admission control documents/ cards as required, utilise walk-through metal detector for the effectiveness of access control, ensure that unauthorised persons and dangerous object do not enter the building/premises, report all the identified security breaches and non-compliance to the supervisor, ensure that equipment, document and store do not leave or enter the building or premises unauthorised, ensure that the registers control the movement of equipment, stores and documents are completed, ensure that no equipment, stores as assets of the department leave the building /premises unauthorised. 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 prescripts, operate control room security equipment's, monitor all movements, events, and activities within the department's premises using CCTV equipment's, ensure that security system is in good working condition, report all incidents monitored, report to the supervisor, monitor all access points for effective access control, report all identified non-compliance to security policy and procedures to improve office security, ensure safety in the building and premises, undertake building/ and the primes patrols to identify and check, apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department management, monitor and respond to alarm system. Ensure all incidents are recorded in the occurrence books/registers, ensure that recorded information is correct, update the information on the occurrence book/register as and when required, liaise with supervisor to verify information recorded and perform any other duties assigned to you by the supervisor/ Court Manager.

ENQUIRIES : Technical: Ms K Marias Tel No: (031) 492 5502
HR related enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS : Applications can be sent via email to 2026/135/OCJ@judiciary.org.za

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

GRADUATE INTERNSHIP PROGRAMME FOR 01 APRIL 2027 TO 31 MARCH 2029 (24 MONTHS)

The Office of the Chief Justice would like to invite qualifying graduates to apply to participate in an internship programme in the 2025/2027 financial year. Applicants must be unemployed graduates, should not have participated in an internship programme previously, must be a South African citizen. The Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to persons with disabilities.

CLOSING DATE : 28 September 2026

NOTE : Applications quoting the relevant reference number must be submitted on the new Z83 application form, obtainable from any Public Service Department or on www.dpsa.gov.za-vacancies/www.judiciary.org.za. Received applications using the incorrect application for employment (old Z83) will not be considered. The completed and signed form should be accompanied by a recently updated CV. Shortlisted candidates will be required to submit certified copies of: Matric certificate, academic transcripts (qualification/s with 360/480 credits as recognised by SAQA and academic record) and ID). 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. Candidates wishing to apply for an internship outside their area of residence must be willing to find their own accommodation and transportation considering that they will be earning a stipend. Failure to submit the requested documents/information will result in your application not being considered. Applicants will be expected to be available for assessments and selection interviews at a time, date and place as determined by the Department. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and National

Diploma should be NQF Level 6 (with 360 credits as recognised by SAQA). All appointments for internship are subject to the verification and pre-screening process. The OCJ reserves the right not to make an appointment. Correspondence will be entered into with shortlisted candidates only. Please direct your application to the relevant province and complete a separate application for each reference number.

OTHER POSTS

POST 33/77 : **INTERNSHIP PROGRAMME: FINANCE REF NO: 2026/F01/OCJ (X1 INTERN)**

STIPEND : R8 174.75 per month
CENTRE : National Office: Midrand
REQUIREMENTS : Grade 12 certificate and a three-year National Diploma (NQF 6) in Financial Accounting/ Management Accounting at NQF level 6 with 360 credits as recognised by SAQA or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES : Technical enquiries: Mr H Lekwane Tel No: (010) 493 2590
HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2689
NOTE : Applications can be sent via email to 2026/F01/OCJ@judiciary.org.za

POST 33/78 : **INTERNSHIP PROGRAMME: ASSET MANAGEMENT REF NO: 2026/AMO2/OCJ (X1 INTERN)**

STIPEND : R8 174.75 per month
CENTRE : National Office: Midrand
REQUIREMENTS : Grade 12 certificate and a three-year National Diploma (NQF 6) in Financial Accounting/Cost and management Accounting/ Accounting. at NQF level 6 with 360 credits as recognised by SAQA or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES : Technical enquiries: Mr M Molobi/ Mr P Mahumane Tel No: (010) 493 2646
HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2689
APPLICATIONS : Applications can be sent via email to 2026/AM02/OCJ@judiciary.org.za

POST 33/79 : **INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: 2026/HRUD03/OCJ (X1 INTERN)**
Human Resource Utilisation and Development

STIPEND : R8 174.75 per month
CENTRE : National Office: Midrand
REQUIREMENTS : Grade 12 certificate and a three-year National Diploma in Human Resource Management/Development/Industrial Psychology at NQF level 6 with 360 credits as recognised by SAQA or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES : Technical enquiries: Mr JM Kgosiemang Tel no: (010) 493 2538
HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS : Applications can be sent via email to 2026/HRUD03/OCJ@judiciary.org.za

POST 33/80 : **INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: 2026/EHW04/OCJ (X1 INTERN)**
Employee Health and Wellness

STIPEND : R8 174.75 per month
CENTRE : National Office: Midrand
REQUIREMENTS : Grade 12 certificate and a three-year National Diploma in Industrial Psychology / Social Science/Psychology at NQF level 6 with 360 credits as recognised by SAQA or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES : Technical enquiries: Ms K Maloba Tel No: (010) 493 3529
HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS : Applications can be sent via email to 2026/EHW04/OCJ@judiciary.org.za

POST 33/81	:	**INTERNSHIP PROGRAMME: RISK MANAGEMENT REF NO: 2026/RM05/OCJ (X1 INTERN)** Risk Management
STIPEND	:	R8 174.75 per month
CENTRE	:	National Office
REQUIREMENTS	:	Grade 12 certificate and a three-year National Diploma in Risk Management at NQF level 6 with 360 credits as recognised by SAQA or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical enquiries: Ms V Sevule Tel No: (010) 493 2501 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS	:	Applications can be sent via email to 2026/RM05/OCJ@judiciaryorg.za
POST 33/82	:	**INTERNSHIP PROGRAMME: RISK MANAGEMENT: REF NO: 2026/RM06/OCJ (X1 INTERN)** Risk Management
STIPEND	:	R8 174.75 per month
CENTRE	:	National Office
REQUIREMENTS	:	Grade 12 certificate and a three-year National Diploma in Public Management at NQF level 6 with 360 credits as recognised by SAQA or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES		Technical enquiries: Ms V Sevule Tel No: (010) 493 2501 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2689
APPLICATIONS		Applications can be sent via email to 2026/RM06/OCJ@judiciary.org.za
POST 33/83	:	**INTERNSHIP PROGRAMME: STRATEGY AND SERVICE DELIVERY REF NO: 2026/SSD07/OCJ (X1 INTERN)** Midrand, Strategy and Planning
STIPEND	:	R8 174.75 per month
CENTRE	:	National Office
REQUIREMENTS	:	Grade 12 certificate and a three-year National Diploma in Public Administration / Developmental Studies / Social Science at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical enquiries: Ms P Mahlangu Tel No: (010) 493 2501 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2689
APPLICATIONS	:	Applications can be sent via email to 2026/SSD07/OCJ@judiciary.org.za
POST 33/84	:	**INTERNSHIP PROGRAMME: STRATEGY AND SERVICE DELIVERY REF NO: 2026/SSD08/OCJ (X1 INTERN)** Strategy And Planning
STIPEND	:	R8 174.75 per month
CENTRE	:	National Office: Midrand
REQUIREMENTS	:	Grade 12 certificate and a three-year National Diploma in Public Administration / Office Management / Business Administration at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical enquiries: Ms P Mahlangu Tel No: (010) 493 2501 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2689
APPLICATIONS	:	Applications can be sent via email to 2026/SSD08/OCJ@judiciary.org.za
POST 33/85	:	**INTERNSHIP PROGRAMME: INSTITUTIONAL SECRETARIAT SERVICES REF NO: 2026/ISS09/OCJ (X1 INTERN)**
STIPEND	:	R8 174.75 per month
CENTRE	:	National Office: Midrand
REQUIREMENTS	:	Grade 12 certificate and a three-year National Diploma in Public Administration/ Office Management/Business Administration at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical enquiries: Ms S Mpheshwa Tel No: (010) 493 2535 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2689
NOTE	:	Applications can be sent via email to 2026/ISS09/OCJ@judiciary.org.za

POST 33/86	:	**INTERNSHIP PROGRAMME: COURT ADMINISTRATION REF NO: 2026/CA10/OCJ (X2 INTERNS)**
STIPEND	:	R8 174.75 per month
CENTRE	:	National Office: Midrand
REQUIREMENTS	:	Grade 12 certificate and a three-year National Diploma/Degree in Public Management/Office Management at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical enquiries: Ms N Mzaidume Tel No: (010) 493 2568 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS	:	Applications can be sent via email to 2026/CA10/OCJ@judiciary.org.za
POST 33/87	:	**INTERNSHIP PROGRAMME: WESTERN CAPE REF NO: 2026/WCPSC11/OCJ (X1 INTERN)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Western Cape Provincial Service Centre: Cape Town
REQUIREMENTS	:	Grade 12 certificate and a three-year National Diploma/Degree in Human Resource Management at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical /HR enquiries: Mr S Hlongwane Tel No: (021) 469 4029 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS	:	Applications can be sent via email to 2026/WCPSC11/OCJ@judiciary.org.za
POST 33/88	:	**INTERNSHIP PROGRAMME: WESTERN CAPE REF NO: 2026/WCPSC12/OCJ (X1 INTERN)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Western Cape Provincial Service Centre
REQUIREMENTS	:	Grade 12 certificate and a three-year National Diploma in Public Administration/ Office Management/Business Administration at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical /HR enquiries: Mr S Hlongwane Tel No: (021) 469 4029 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS	:	Applications can be sent via email to 2026/WCPSC12/OCJ@judiciary.org.za
POST 33/89	:	**INTERNSHIP PROGRAMME: CONSTITUTIONAL COURT REF NO: 2026/CC13/OCJ (X1 INTERN)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Constitutional Court: Braamfontein
REQUIREMENTS	:	Grade 12 certificate and a National Diploma in Public Administration/Office Management/Business Administration at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical /HR enquiries: Ms K Mokgatlhe Tel No: (011) 359 7400/ 7583 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS	:	Applications can be sent via email to 2026/CC13/OCJ@judiciary.org.za
POST 33/90	:	**INTERNSHIP PROGRAMME: CONSTITUTIONAL COURT REF NO: 2026/CC14/OCJ (X1 INTERN)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Constitutional Court: Braamfontein
REQUIREMENTS	:	Grade 12 certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.
ENQUIRIES	:	Technical /HR enquiries: Ms K Mokgatlhe Tel No: (011) 359 7400/ 7583 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS	:	Applications can be sent via email to 2026/CC14/OCJ@judiciary.org.za
POST 33/91	:	**INTERNSHIP PROGRAMME: CONSTITUTIONAL COURT REF NO: 2026/CC15/OCJ (X2 INTERNS)**
STIPEND	:	R8 174.75 per month

CENTRE	:	Constitutional Court: Braamfontein
REQUIREMENTS	:	Grade 12 certificate and a three-year National Diploma/Degree in Human Resource Management at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical /HR enquiries: Ms K Mokgatlhe Tel No: (011) 359 7400/ 7583 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS	:	Applications can be sent via email to 2026/CC15/OCJ@judiciary.org.za
POST 33/92	:	**INTERNSHIP PROGRAMME: COURT ADMINISTRATION SERVICES (LEGAL)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Gauteng Division of The High Court: Pretoria Ref No: 2026/CAS16/OCJ (X1 Intern) Gauteng Division of The High Court: Johannesburg Ref No: 2026/CAS17/OCJ (X1 Intern) Labour And Labour Appeals Court: Johannesburg Ref No: 2026/CAS18/OCJ (X1 Intern)
REQUIREMENTS	:	Grade 12 certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.
ENQUIRIES	:	Technical /HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8541 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS		Applications can be sent via email to the following email addresses: Pretoria: 2026/CAS16/OCJ@judiciary.org.za Johannesburg: 2026/CAS17/OCJ@judiciary.org.za Labour and Labour Appeals Court: 2026/CAS18/OCJ@judiciary.org.za
POST 33/93	:	**INTERNSHIP PROGRAMME GAUTENG PROVINCIAL SERVICE CENTRE REF NO: 2026/GPSC19/OCJ (X1 NTERN)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Gauteng Provincial Service Centre
REQUIREMENTS	:	Grade 12 certificate and a three-year National Diploma at NQF Level 6 in Public Administration/Office Management/Business Administration or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical /HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8541 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
NOTE	:	Applications can be sent via email to 2026/GPSC19/OCJ@judiciary.org.za
POST 33/94	:	**INTERNSHIP PROGRAMME: FREE STATE REF NO: 2026/FS20/OCJ (X1 INTERN)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Division of The High Court: Free State
REQUIREMENTS	:	Grade 12 certificate and a three-year National Diploma/Degree in Public Management /Public Administration or a relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical /HR enquiries: Ms D Peters Tel No: (051) 492 4585 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS	:	Applications can be sent via email to 2026/FS20/OCJ@judiciary.org.za
POST 33/95	:	**INTERNSHIP PROGRAMME: FREE STATE REF NO: 2026/FS21/OCJ (X1 INTERN)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Division of The High Court: Free State
REQUIREMENTS	:	Grade 12 certificate a three-year National Diploma in Human Resource Management/ Industrial Psychology at NQF level 6 with 360 credits as recognised by SAQA or a relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical /HR enquiries: Ms D Peters, Tel No: (051) 492 4585 HR related enquiries: Mr JM Kgosiemang, Tel No: (010) 493 2538
APPLICATIONS	:	Applications can be sent via email to 2026/FS21/OCJ@judiciary.org.za

POST 33/96	:	**INTERNSHIP PROGRAMME: MPUMALANGA REF NO: 2026/MPSC22/OCJ (X1 INTERN)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Mpumalanga Provincial Service Centre
REQUIREMENTS	:	Grade 12 certificate and a three-year National Diploma/Degree in Public Management/Office Management/Public Management and Governance or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical /HR enquiries: Mr S Zwane Tel No: (013 758 0000 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS	:	Applications can be sent via email to 2026/MPSC22/OCJ@judiciary.org.za
POST 33/97	:	**INTERNSHIP PROGRAMME: MPUMALANGA REF NO: 2026/MPSCM23/OCJ (X2 INTERNS)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Mpumalanga Provincial Service Centre
REQUIREMENTS	:	Grade 12 certificate and a three-year National Diploma Human Resource/Industrial Psychology at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical /HR enquiries: Mr S Zwane Tel No: (013 758 0000 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS		Applications can be sent via email to 2026/MPSCM23/OCJ@judiciary.org.za
POST 33/98	:	**INTERNSHIP PROGRAMME: MPUMALANGA REF NO: 2026/MPSCM24/OCJ (X1 INTERN)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Mpumalanga Division of The High Court: Middelburg
REQUIREMENTS	:	Grade 12 certificate and a three-year National Diploma in Public Management/Office Management at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical /HR enquiries: Mr S Zwane Tel No: (013 758 0000 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS		Applications can be sent via email to 2026/MPSCM24/OCJ@judiciary.org.za
POST 33/99	:	**INTERNSHIP PROGRAMME: NORTHERN CAPE REF NO: 2026/NCPSC25/OCJ (X1 INTERN)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Northern Cape Provincial Service Centre
REQUIREMENTS	:	Grade 12 certificate and a three-year National Diploma Human Resource Management/Industrial Psychology at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical /HR enquiries: Ms L Wymers Tel No: (053 492 3533 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS	:	Applications can be sent via email to 2026/NCPSC25/OCJ@judiciary.org.za
POST 33/100	:	**INTERNSHIP PROGRAMME: NORTHERN CAPE REF NO: 2026/NCDHC26/OCJ (X1 INTERN)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Northern Cape Division of The High Court
REQUIREMENTS	:	Grade 12 certificate and a three-year National Diploma in Public Management/Office Management at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
ENQUIRIES	:	Technical /HR enquiries: Ms L Wymers Tel No: (053 492 3533 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
APPLICATIONS	:	Applications can be sent via email to 2026/NCDHC26/OCJ@judiciary.org.za

ANNEXURE I

SOUTH AFRICAN POLICE SERVICE

APPLICATIONS	:	Direct your application to the following addresses: No. 629 Lavender Road, Bon Accord: Email to: LekalakalaJM@saps.gov.za
CLOSING DATE	:	28 September 2026 at 16:00
NOTE	:	Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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. Applicants who previously applied for this post are encouraged to re-apply.

OTHER POST

POST 33/101	:	**MIC SUPPORT: ADMINISTRATION CLERK SUPERVISOR REF NO: RE-ORS 04/2026 (X1 POST)** Division Operational Response Service Re-advertisement
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Specialised Operations: National Intervention Unit Operations: Maupa Naga, Sunnyside, Pretoria
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognised by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognised by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS PowerPoint, MS Outlook). Demonstrate competency in acting independently, professionally, accountable, and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES	:	Render an effective and efficient management information service to the Section Head Prepare presentation for internal utilisation on request of the Section Head. Maintain of database a database containing specific information as requested by the Section Head. Render basic administration duties for the Section: NIU Operations and Support. Manage Iris system relevant to NIU Units. Conduct Monitoring and Evaluations at various Units within the Section. Attend to Auditor General (AG) related matters regarding the national performance indicators.
ENQUIRIES	:	Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 87/3802/3761/3798

ANNEXURE J

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representativeness (race, gender and disability) in the Department through the filling of these posts.

APPLICATIONS	:	Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email: Recruitment5726@tourism.gov.za
CLOSING DATE	:	29 September 2026 by 16:30 (Late applications will not be considered)
NOTE	:	Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. 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. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled, and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to the disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form are required. 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 the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Applicants in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. 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 further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment validity will be conditional to signing of the employment contract, performance agreement, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

OTHER POST

POST 33/102	:	**ASSISTANT DIRECTOR: GENDER FOCAL POINT AND DIVERSITY MANAGEMENT REF NO: DT 57/2026**
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Pretoria
REQUIREMENTS	:	A recognised NQF 6 qualification in Public Administration / Business Administration / Human Resource Management / Human Resource Development / Social Science or related field. A minimum of Three to Four (3-4) years of relevant experience transformation programmes environment of which 2 years should be at a senior practitioner level or equivalent. Ability to

work individually and in a team; Knowledge of Public Service prescripts. Employment Equity Act, 1998 (Act No. 55 od 1998) as amended. Children's Act, 2005 (Act No. 38 of 2005). Older Persons Act, 2006 (Act No. 13 of 2006). Public Financial Management Act, 1999 (Act No. 1 of 1999). Job Access Strategic Framework (JASF), 2006. Gender Equity Strategy Framework (GESF), 2006. Framework for Women's Empowerment and Gender Equality in the Public service (8-Principle Action Plan), 2007. Code of Good Practice on the Prevention and Elimination of Harassment in the Workplace, 2022. National Strategic Plan on Gender-based Violence and Femicide (2020-2030). White Paper on the Rights of Persons with Disabilities (WPRPD), 2016. White Paper on Transformation of the Public Service (WPTPS), 1995. Gender Responsive, Planning, Budgeting, Monitoring, Evaluation and Auditing (GRPBMEA) Framework, 2019. Project planning skills. Good interpersonal skills. Good communication skills. Computer literacy skills. People Management skills. Analytical skills. Business writing skills. A valid driver's licence (Persons with disabilities that prevent them from driving will still be considered).

DUTIES : The successful candidate will be responsible for coordinating the Gender and Diversity policy implementation in the Department; Developing and compiling mandatory Gender Equality and Women's Empowerment plans and reports in alignment with relevant frameworks; Developing and compiling mandatory diversity management plans and reports in alignment with relevant frameworks; Attending National Machinery meetings and related to coordinating forums as required; Developing presentations for the machinery and related coordinating forums; Ensuring the provision of all logistical and secretariat services to the Departmental Gender and Diversity Forums and related meetings; Ensuring that the Discussion and Action Register for the forum and related meetings are updated; Coordinating Gender Equality and Women's Empowerment advocacy and mainstreaming programmes; Planning and coordinating gender-focused information sessions to address key workplace issues affecting women and men, including harassment; Coordinating awareness sessions to support the effective implementation of the Gender Policy; Coordinating gender mainstreaming capacity-building initiatives; Coordinating outreach initiatives to support gender equality; Monitoring and supporting the successful implementation of planned activities of the Women's and Men's Fora; Coordinating Diversity and Inclusion advocacy and mainstreaming programmes; Planning and coordinating sensitisation sessions to address key workplace issues affecting persons with disabilities; Coordinating awareness sessions to support the effective implementation of the Disability Management Policy; Coordinating and supporting disability management capacity- building initiatives, including training in South Africa Sign Language (SASL); Coordinating and supporting outreach initiatives to promote diversity and inclusion; Coordinating and monitoring the onboarding process of new employees with disabilities; Providing technical assistance and guidance on reasonable accommodation and assistive devices in line with relevant policy directives and standard operating procedures; Ensuring that the register of reasonable accommodation measures and assistive devices, including their maintenance plans and records is updated regularly; Coordinating Special Projects on Gender and Diversity Inclusion in line with the National Calendar; Developing concept documents for special projects in alignment with national calendar days and months; Coordinating and supporting the implementation of approved concept documents; Monitoring and evaluating special projects and compile close-up reports. Attending National Coordinating Meetings as required.

ENQUIRIES : Ms N De Groote Tel No: (012) 444 6602

NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

ANNEXURE K

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

APPLICATIONS	:	Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za or at e-recruitment system: recruit.transport.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.
CLOSING DATE	:	09 October 2026
NOTE	:	Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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; the logistics will be communicated to candidates prior to the interviews. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo Psychometric Assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence and integrity. Note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

POST 33/103	:	**DEPUTY DIRECTOR-GENERAL: STATE-OWNED COMPANIES (SOC), GOVERNANCE ASSURANCE AND PERFORMANCE (GAP) REF NO: DOT/ HRM/2026/32** Branch: SOC – Governance Assurance and Performance
SALARY	:	R1 885 710 – R2 124 237 per annum (Level 15) of which 30% may be structured according to the individual's needs.
CENTRE	:	Pretoria
REQUIREMENTS	:	A qualification at NQF level 8 as recognised by SAQA in Transport Economics / Finance / Accounting / Auditing / Law / Risk Management / Economics / Business Management / Administration / Public Management with at least 8 years' experience at a senior management level in an oversight of State-Owned Companies or Public Entities. Certificate of successful completion of the National School of Government's Senior Management Service Pre-Entry

Programme. Knowledge and skills: Knowledge of legislative and policy prescripts relevant to the Department and its SOEs. Sound Knowledge of corporate governance as it applies to the public and private sector, as well as Company law. Knowledge and understanding of Enterprise Risk Management Concepts, Framework and methodologies. Knowledge in Company Law, King IV and Ethics. Knowledge of the Public services Anti-Corruption Strategy and measures. Knowledge and understanding of monitoring the performance of public entities. Knowledge of National Treasury Risk Management Framework. Knowledge of the financial and non-financial report writing. Knowledge of the Public Finance Management Act (PFMA). Knowledge of shareholder compact development, monitoring and evaluation. Knowledge of board governance, board charters, board committees and board performance processes.

DUTIES : Direct the development and facilitate the implementation of government's overarching SOC Policy Framework for the Transport complex. Direct and initiate research projects to define the policy "gaps" affecting the optimal functioning of SOCs in the Transport Complex. Collaborate with SOCs, industry and research institutions in developing bridging strategies to enhance the operations of the SOCs in the complex. Lead consultation processes for the adoption of bridging strategies and policy instruments. Lead initiatives to facilitate alignment of the policy at a technical level and regulatory regime falling outside the mandate of the department. Direct and manage processes to facilitate the alignment of Shareholder Compacts for SOCs in the Transport complex. Coordinate input processes by various specialist teams in the Transport sector to identify the compact alignment requirements for SOCs in the complex. Lead and coordinate the development Investor briefs to the Minister and Cabinet on critical alignment requirements. Lead at a technical level interaction with the executive management of SOCs in the Complex to resolve alignment issues. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board. Monitor, evaluate and report on the impact made by the aligned compacts. Oversee the review and alignment of shareholder compacts, corporate plans, strategic plans and annual performance plans of transport SOCs. Ensure that shareholder compact targets are measurable, realistic, legally compliant and aligned with government priorities. Monitor the implementation of shareholder compact commitments and recommend corrective measures where performance gaps arise. Provide technical advice to the Minister and Director-General on shareholder compact negotiations and approvals. Direct and manage the initiation of research projects to enhance the business operations and performance of SOCs in the Transport complex. Direct and coordinate the initiation and delivery of specialist research projects to model the short-, medium- and long-term business enhancement prospects within the Transport complex. Coordinate and oversee the development and implementation of pipeline business enhancement strategies and instruments for the Transport complex. Establish multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on business enhancement models. Lead at a technical level consultation process to adopt the identified enhancement models by members of the complex. Lead and coordinate the development Investor briefs to the Minister and Cabinet on the implementation of enhancement models for approval. Lead at a technical level process to secure funding instruments for the implementation of adopted enhancement models. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement models. Engage with policy and regulatory institutions at a technical level to mitigate risk in the regulatory regime with a possible impact on the implementation of business enhancement models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Ensure the effective, efficient and economical utilisation of resources allocated to SOC governance assurance projects. Ensure the establishment and maintenance of Project Governance Instruments. Account for the utilisation of resources allocated to financial governance assurance projects. Lead the effective utilisation of resources to support the delivery of governance assurance priorities across transport SOCs. Provide strategic oversight on board governance, board charters, governance frameworks and shareholder expectations. Monitor the implementation of King IV governance principles across the transport SOCs. Advice on governance failures, board effectiveness concerns, conflict of interest and ethical risks. Lead the facilitation of board appointments, board performance processes and governance improvement initiatives. Manage the

Financial and Non-Financial Performance Oversight. Provide strategical oversight of financial statements, budgets, cash flow and funding requirements of SOCs. Manage financial sustainability, governance risks, service delivery performance of SOCs and on-going risk concerns. Monitor non-financial performance against APP targets. Oversee the turnaround plans, business enhancement models and reform proposals. Provide strategic evidence-based recommendations to the Executive Authority. Oversee the monitoring of audit outcomes, audit action plans and AGSA findings relating to transport SOCs. Manage the assessment of audit outcomes, audit action plans and remedial actions. Provide strategic direction of the monitoring and evaluation of quarterly and annual performance reports submitted by Transport public entities. Manage the analysis of financial and non-financial performance trends and identify key governance, operational and delivery risks. Coordinate performance review engagements with SOC Boards and executive management. Manage the resource of the Branch; Provide guidance and adequate support for and development of the staff; Authorise expenditure; Manage audit queries; Monitor quality control of work.

ENQUIRIES : Adv Adam Masombuka Tel No: (012) 309 3888

POST 33/104 : **DEPUTY DIRECTOR-GENERAL: ROAD TRANSPORT REF NO: DOT/ HRM/2026/33**
Branch: Road Transport

SALARY : R1 885 710 - R2 124 237 per annum (Level 15) of which 30% may be structured according to the individual's needs.

CENTRE : Pretoria

REQUIREMENTS : A qualification at (NQF 8) as recognised by SAQA in Civil Engineering / Construction Studies with at least 8 years' relevant experience at a senior management level in the road infrastructure management and development field. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skill: A sound knowledge and experience in the development of the road infrastructure standards and guidelines. Knowledge and understanding of the guidelines and specifications relevant to civil engineering in South Africa. Extensive knowledge and understanding of the road infrastructure development and roads supervision. Knowledge and understanding of the importance of community development programs and participation. Working knowledge of PFMA, MMFA, Treasury Regulations and GIAMA. Research and Policy experience. Procurement experience & Project Management. Compilation of management and technical reports and proposals. Budgeting, financial management and economic skills.

DUTIES : Manage the coordination of the planning, development and implementation of a sustainable reliable integrated road infrastructure network. Manage the coordination of road infrastructure planning. Manage the development and implementation of rural roads development strategy and programme. Manage the development, implementation and promotion of the use of low-cost Non-Motorised Transport. Manage the road grants funding. Manage the development and implementation of road engineering standards. Manage the research, coordination of the development and updating of technical norms, standards & guidelines and the best practice. Manage and ensure survey quality control on road works. Manage the coordination of the development of an asset management system for road infrastructure in compliance with the GIAMA and related asset management requirements. Manage the regulation of road traffic environment. Manage the development of all road traffic acts and regulations (National Road Traffic Act, Administration Adjudication of Road Traffic Offences Act & Road Traffic Management Act). Ensure the application of enforcement regulations. Ensure the coordination of road safety projects and related activities. Manage the development of effective road transport policies and strategies. Manage the driving license card account and provide technical support to all Road Transport Entities. Ensure the development and implementation of effective policy on the management of funds. Manage the Driving License Card Trading Account income and expenditure. Ensures that all Road Transport Entities (SANRAL, RAF, RTMC RTIA and C-BRTA) receive technical assistance from the Branch. Manage the resources of the Branch. Provide guidance and adequate support for and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and

administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Authorise expenditure. Manage audit queries. Recommend and / or monitor budget levels. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the branch. Set budget levels. Monitor the planning, organising and delegation of work. Ensure monitoring & evaluation is carried out in all areas of the branch.

ENQUIRIES : Adv Adam Masombuka Tel No: (012) 309 3888

POST 33/105 : **CHIEF DIRECTOR: DRIVING LICENCE CARD ACCOUNT REF NO: HRM/2026/34**
Branch: Road Transport

SALARY : R1 554 696 per annum, (all-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE : Pretoria

REQUIREMENTS : A qualification at NQF level 7 as recognised by SAQA in Operations Management / Production Management / Industrial Engineering / Business Management with 5 years relevant working experience at a senior management level in a manufacturing or high-volume production environment. Certificate of Successful completion of the National School of Government's Senio Management Service Pre-Entry Programme. Knowledge And Skill: Extensive knowledge of production/manufacturing processes. Knowledge of PFMA, Treasury Regulations, and Supply Chain Framework. Deep understanding of smartcard technologies and personalisation process. Knowledge in managing high-security printing and distribution process. Knowledge of ICT systems integration with production environments. Leadership in organisational transformation, digitisation, or automation. Ability to manage vendors, SLA's and public-private partnerships. Proven Ethics, integrity and security-conscious leadership. Knowledge of the Public Service Regulatory Framework. Knowledge of business development practices specifically regarding the printing industry. Knowledge of the compilation of management reports.

DUTIES : Provide leadership and oversight in the production of driving licence cards. Provide strategic leadership for integrated production services to ensure alignment with organisational objectives, service delivery requirements, and customer expectations. Drive a high-performance culture focused on operational excellence, professionalism, continuous improvement, and people development. Lead and empower production teams to optimise planning, prioritisation, and responsiveness to changing production demands and deadlines. Manage stakeholder alignment through effective engagement, communication, and reporting on production performance, risks, and delivery outcomes. Manage asset and operational efficiency, including plant reliability, maintenance strategies, and cost optimisation initiatives such as waste reduction and process improvement. Provide strategic oversight of security and compliance, ensuring continuous enhancement of security standards in line with organisational and national risk requirements. Liaise with the departmental Chief Financial Officer (CFO), National Treasury, and Auditor-General for compliance, reporting, and audit resolution. Ensure end-to-end production integrity, including secure, compliant manufacturing of sensitive products and full control over production logistics, traceability, and risk mitigation. Ensure the effective management and control of driving licence cards, including proper safekeeping, recordkeeping, and secure dispatch to maintain product integrity and accountability. Manage the DLCA funding and expenditure. Develop and manage the annual budget for the DLCA in line with government financial management frameworks. Align budget allocations to operational needs, strategic goals, and production forecasts. Ensure the budget supports cost recovery and sustainability of the Trading Entity. Ensure compliance with PFMA and Treasury Regulations. Establish and maintain internal controls to prevent misuse, wasteful and irregular expenditure, or fraud. Prepare accurate financial reports for internal decision-making and external audit purposes. Lead preparation for internal and external audits and implement audit recommendations. Manage the consolidation of accounts from registering authorities. Manage the reconciliation of bank statements between the bank and the entity. Establish control measures to manage the debtors of the trading entity. Manage the procurement and contract management. Manage procurement of goods and services in line with Supply Chain Management

(SCM) policies. Oversee contracts related to the acquisition of secure materials, card stock, and technology services. Ensure supplier payments are accurate and timely. Manage the provision of risk management services and compliance to the DLCA. Manage the development and implementation of the DLCA's risk management framework. Facilitate risk identification, assessment and development of risk mitigation strategies. Monitor and report on the implementation of risk mitigation strategies. Maintain regular updating of risk profile for the department and reporting to the Accounting Officer, management and Risk Management Committee. Manage the resources of the DLCA. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Evaluate projected spending plans. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the chief directorate. Monitor the planning, organising and delegation of work. Ensure monitoring & evaluation is carried out in all areas of the chief directorate.

ENQUIRIES : Adv Adam Masombuka Tel No: (012) 309 3888

ANNEXURE L

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.

APPLICATIONS : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment

CLOSING DATE : 29 September 2026 at 12:00 pm (Midday)

NOTE : 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 will be required prior to attending the interview. Please 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. 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. 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. Please note that by responding to our advertisement/s, you consent to the collection, processing, and storing of your Personal Information for internal HR processes in accordance with the Protection of Personal Information Act (POPIA), Act No. 4 of 2013. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies, only for a specific period, of which the submitted documents will then be destroyed as legislated in the National Archives Act. 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 disclose particulars of all registrable financial interests and 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. Kindly note that all National Treasury adverts published/LIVE on the eRecruitment System have a closing date listed and closing time of 12h00 (Midday) on that closing date. The system is designed to automatically remove the advert from public view at exactly 12h00 (Midday) of the said closing date for that post. There are no

other means to submit applications post the closing date and time, if you have missed or delayed in submitting on time.

OTHER POSTS

POST 33/106 : **DEPUTY DIRECTOR: IFMS OPERATIONS REF NO: S105/2026**
Division: Office of The Accountant-General (OAG)
Purpose: To manage the Chief Directorate's budget, assets, financial administration and reporting functions, and to manage the sub-directorate by developing, reviewing and implementing financial accounting systems and procedures in line with relevant legislation, regulations, frameworks and departmental policies

SALARY : R1 101 468 per annum, (Incl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Accounting or Financial Management. A Bachelor's degree (equivalent to NQF level 7) in any of the above disciplines is an added advantage. A minimum 4 years' experience of which 2 years should be on an Assistant Director level or equivalent obtained financial systems. Strong knowledge of transversal financial systems (such as BAS, LOGIS or PERSAL), analytical skills, and leadership capabilities. Knowledge of Public sector MTEF Process. Knowledge of Budgeting preparation and analysis. Knowledge of Microsoft Office especially for Excel.
DUTIES : Policy Development: Budget Management, Monitoring and Control: Prepare and monitor operational and capital budgets, with chief directorate management. Compile, coordinate and support the management of the original and adjustment budgets, and provide MTEF input and consolidate inputs for compilation of Estimates of National Expenditure (ENE). Assist in maintaining projected estimates, schedules, and baselines. Liaise with service providers, internal stakeholders and relevant government departments on budget, financial administration and related operational matters. Review monthly reports and investigate fluctuations. Coordinate and consolidate inputs for monthly, quarterly and annual budget performance reports. Provide budget advisory support to management and ensure alignment between operational plans, procurement plans and available funds. Expenditure Control and Payments: Manage expenditure control, maintain financial records and supporting schedules, and prepare monthly cash flow and reconciliation reports. Review, verify, amend and consolidate expenditure-related payment submissions, including consultant rate cards, service provider invoices, software license fees, other payment requests and supporting documents. Manage cash flow and provide early warning reports on variances from planned expenditure. Maintain expenditure schedules and payment tracking records. Monitor cash flow and spending against approved allocations. Prepare monthly reconciliation, cash flow and expenditure reports. Process journals and address expenditure variances. Ensure compliance with financial prescripts and procedures. Provide advice and guidance on expenditure control and payment procedures. Asset Management and Administration: Quarterly updating of Asset Management Register of the Unit and recommend goods for disposal. Ensure compliance to the PFMA and Treasury Regulations. Reconcile asset register with Finance and/or National Treasury assets department. Coordinate the verification, movement and safeguarding of assets assigned to the unit. Monitor asset losses, transfers and disposals and ensure supporting documentation is complete and submitted timeously. Financial Management and Reporting: Manage and coordinate financial administration activities in support of the Chief Directorate's operational and strategic priorities. Analyse expenditure, commitments and available funds to support accurate financial planning and decision-making. Coordinate the preparation and submission of monthly, quarterly and annual financial reports for management consideration. Review reconciliations, supporting schedules and financial records to ensure completeness, accuracy and audit readiness. Monitor compliance with the PFMA, Treasury Regulations, departmental policies and applicable financial prescripts. Identify financial risks, control weaknesses and reporting discrepancies and recommend corrective measures. Provide financial advice, guidance and support to managers, internal stakeholders and relevant governance structures. Resource Administration and Facility Management: General office administration

management which includes fleet management, messenger services, office assistance, refreshments co-ordination, stationery requests and other procurement requests (VAS 2's). Management of performance and development. Undertake general people management of subordinates which includes management of performance agreements, reviews, evaluations and other administrative functions of the sub-directorate. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Plan and allocate work, manage leave and attendance, and ensure effective utilisation of human, financial and physical resources.

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

POST 33/107 : **ECONOMIST: MONETARY POLICY AND FINANCIAL MARKETS REF NO: S104/2026**

Division: Economic Policy and International Cooperation (EPIC)

Purpose: To conduct research and policy analysis on monetary policy, financial markets and the external accounts to support evidence-based macroeconomic policy advice for the division and produce reports on economic data releases, support stakeholder engagements efforts and provide inputs to Chapter 2 of the Budget Review and MTBPS.

SALARY : R605 742 per annum, (excluding benefits)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Economics or Econometrics or Finance or Statistics or Business Science or Data Science or Accounting or Mathematics Business Science or Data Science. Bachelors degree (equivalent to NQF level 7) will be an added advantage. A minimum 3 years' experience is required in policy analysis/ academics or within an economic consulting environment. Knowledge and experience of principles of research methodology. Knowledge and experience in analysis of economic trends. Knowledge and experience of the South African economic trends and sources of data and information.

DUTIES : Economic research, policy analysis, and assessments of policy proposals: Assist in the research and analysis of monetary policy, financial markets and the external account. Provide inputs into memorandums to the Minister and DG on economic developments in the economy. Produce independent research papers on relevant economic issues. Produce commentary on economic data releases. Provide inputs to reports on developments in the SA economy disseminated to internal stakeholders. Provide data in user-friendly format to internal stakeholders upon request. Support and build strong stakeholder relations: Provide inputs into speeches, presentations and memorandums. Engage and participate in seminars on economic policy issues. Engage stakeholders on policy and related issues. Chapter 2 of Budget and MTBPS inputs and assumptions: Provide inputs into Chapter 2 of Budget Review and MTBPS. Assist with number checking and proof reading of Budget Chapters. Provide inputs into the quarterly assumptions' meetings.

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

ANNEXURE M

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS : Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za

CLOSING DATE : 28 September 2026

NOTE : 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 for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity 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

POST 33/108 : **SCIENTIST PRODUCTION GRADE A - C REF NO: 280926/01**
Branch: Infrastructure Management: Head Office
Sd: Flood Analysis and Flood Management Protocols

SALARY : R791 157 – R1 189 767 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE : Pretoria Head Office

REQUIREMENTS : A Science degree (BSc) (Hon) or relevant qualification. Compulsory registration with the SACNASP as a professional Natural Scientist. Three (3) years post-qualification Natural Science experience, preferably in flood frequency analysis (deterministic, empirical and statistical), hydraulic modelling, water resource simulation and yield modelling. The disclosure of a valid unexpired driver's license. Understanding of hydrological processes. Knowledge of the application of models such as HEC-RAS, the Water Resource Simulation Model 2000 (WRSM 2000), Water Resource Yield Model (WRYM), the CLASSR/PATCHR and/or similar models. Experience in programme and project management. Scientific methodologies and models. Understanding of research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high-performance culture. Professional judgement. Data analysis, policy development and analysis. Presentation and monitoring skills. Decision-

making, team leadership and analytical skills. Creativity, financial management, customer focus and responsiveness. Good communication skills both verbal and written. Networking and computer literacy (including MS Word, MS Excel, MS PowerPoint, ArcGIS). People management, planning and organising. Conflict and change management. Problem-solving and analysis. Willingness to travel throughout South Africa for the execution of duties whilst working irregular hours.

DUTIES : The successful candidate will be part of a team of hydrologists, primarily engaged in flood frequency assessments for dam safety purposes. Such work will include (but not limited to): assisting colleagues with coordination of assigned work; assisting with flood data collection such as during and after extreme flood events and converting the flood data into hydrological information; extension and improvement of ratings and filling of gaps in data, etc. to improve the quality of hydrological information; execute acquisition and verification of relevant data and information for use in hydrological and flood frequency (deterministic, empirical and statistical) analyses and assessments at relevant flood sites; presenting findings of assessments at evaluation meetings and writing technical reports; assist with the undertaking of the water resource and yield studies and hydraulic assessments.

ENQUIRIES : Mr E Oakes Tel No: (012) 336 8525

POST 33/109 : **SCIENTIST PRODUCTION GRADE A - C REF NO: 280926/02**
Branch: Water Resources Management
Dir: National Hydrological Services
Sub Dir: Geohydrological Information Services

SALARY : R791 604 – R1 189 767 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE : Pretoria Head Office

REQUIREMENTS : A Science degree (BSc) (Hon) or related qualification in the field of Hydrogeology/ Geohydrology or related field. Compulsory registration with SACNASP as a professional Natural Scientist. Three (3) years post qualification Natural Scientific experience. The disclosure of a valid unexpired driver's license. Experience and knowledge of groundwater resource monitoring, assessment (including geophysical survey) and turning groundwater data into information. Basic knowledge of groundwater related analysis tools such as GIS and related models such as MODFLOW. Ability to conduct research, interpret data and communicate findings verbally or in writing.

DUTIES : Develop and implement methodologies, policies, systems and procedures for Geohydrological monitoring and assessment. To perform scientific analysis and regulatory functions on the process of geohydrological monitoring and assessment. Review and design optimal national groundwater level and quality monitoring programmes and networks. Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Gather and interpret data, evaluate results, model and disseminate geohydrological information to various stakeholders. Communicate geohydrological information to various internal and external stakeholders as part of annual Groundwater status report. Manage the performance and development of staff. Contribute to global water agenda and related international projects.

ENQUIRIES : Mr Fhedzisani Ramusiya Tel No: (012) 336 7309

POST 33/110 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 280926/03**
Branch: Water And Sanitation Services Management: NC
Cd: Provincial Operations: Northern Cape
Sd: Water Service Planning Support

SALARY : R573 552 per annum, (OSD)

CENTRE : Kimberley

REQUIREMENTS : A National Diploma in Civil Engineering. Six (6) years post qualification in technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of technical design and analysis of hydrological infrastructure and/or water resource infrastructure. Knowledge of hydrological data management. Understanding of research and development. Knowledge and experience in Computer-aided engineering

applications. Knowledge of legal compliance and Project management. Technical report writing. Good communication skills both (verbal and written), conflict management and negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organising.

DUTIES : Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, workshop, and technical hydrological activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorise/make recommendations for approval by the relevant authority. Manage administrative, human resource and related functions. Provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Attend to Risk and Disaster Management matters. Research and development through continuous professional development to keep up with new technologies and procedures. Provide mentorship and supervision of personnel. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively for extended periods of time.

ENQUIRIES : Mr. K Kgarane Tel No: (053) 830 8800

POST 33/111 : **OFFICE MANAGER REF NO: 280926/04**
Branch: Provincial And Entity Governance and International Cooperation
(Re-advertisement, applicants who have previously applied must re-apply)

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 6 qualification in Public Administration, Management Governance and Human Resource Management. Five (5) years' experience in rendering administrative support service to Senior Manager. Advanced proficiency in Microsoft Office package. Good office management skills and support service administrative procedures. Sound organizational Planning and organising skills. Excellent communication skills (verbal and written). Good accountability and ethical conduct. The disclosure of a valid unexpired driver's license. Knowledge and understanding of public service policies and administrative procedures. Knowledge of Basic financial management and PFMA. Knowledge of dispute resolution process. People and Diversity management. Problem solving and Analysis. The successful candidate must be highly reliable, self-motivated, flexible, creative, client and customer focused. Remains up to date regarding the prescripts, policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the Deputy Director General. Good accountability and ethical conduct.

DUTIES : Manage and coordinate the flow of information within the office Deputy Director General. Render executive administrative support services to the Deputy Director General. Procurement of goods and services, ensure that assets register is updated, assist with the coordination of monthly, quarterly and annual reports. Quality assurance of documentation and remain up to date with public prescripts, policies and procedure applicable to work terrain to ensure efficient support to the Office of the Deputy Director General. Draft correspondence and report to relevant stakeholders. Ensure effective and efficient records management system for all submissions and correspondences. Manage the E-filling and submission of the Branch. Coordinate and arrange / organise workshops, meetings and strategic planning session. Represent Manager at certain meetings and workshops. Manages queries of the office of the Deputy Director General. Management of financial and human resources in the Deputy Director General. Compilation of the budget in line with MTEF and PFMA and facilitate the process of budget projection with all the project managers. Monitor monthly and quarterly budget spending.

ENQUIRIES : Mr Vincent Molatana Tel No: (012) 336 8610

POST 33/112 : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 280926/06**
Branch: Infrastructure Management: Northern Operations
Cd: Water Resources Infrastructure Operations and Maintenance
Dir: Operations Northern

SALARY : R413 001 per annum (Level 08)
CENTRE : Hartbeespoort Cluster Office
REQUIREMENTS : A National Diploma at NQF level 6 in Human Resources Management or relevant qualification with majors in Human Resource Management. Three (3) years' experience in specialisation in Recruitment and Selection and OSD appointment procedures. Experience in developing and managing data tracking systems and reporting on progress of filling of posts. The disclosure of a valid unexpired driver's license. Knowledge and experience in drafting reports and submissions. Knowledge and experience of administrative, clerical procedures and systems. Knowledge and understanding of Human Resource Management legislation, policies, practices, procedures and Human Resource Planning. Knowledge of equal opportunities and affirmative action guidelines and laws. Understanding of socio-economic and development issues. Extensive exposure to OSD recruitment processes, verifications and knowledge and understanding of the OSD Framework. Problem solving and decision-making skills. Good communication and presentation skills (written and verbal). Strong negotiation and conflict management skills. Willingness to travel.
DUTIES : Facilitate Recruitment and Selection processes. Prepare detailed schedules (long list), score sheets and applications from the Z83 application system. Supply statistics regarding employment equity. Facilitate the shortlisting and interview processes. Draft appointment submissions and route for approval. Render a human resource advisory service to line managers on recruitment and selection. Ensure that OSD appointments are done in compliance with the OSD Framework. Ensure personal suitability checks. Ensure the promotion of effective human resource management. Ensure that policies / legislations / prescripts are followed and complied with during the recruitment and selection process. Monitoring and evaluation of all HR processes, supervision, training and motivation of staff. Co-ordinate and conduct investigations of human resource related problems and advise management accordingly. Management of the recruitment and selection database.
ENQUIRIES : Mr S Murunzi, Tel No: (012) 200 9018

POST 33/113 : **SCIENTIFIC TECHNICIAN: PRODUCTION GRADE A - C REF NO: 280926/05**
Branch: Water And Sanitation Services Management: NC
Cd: Provincial Operations: Northern Cape
Dir: Water Resources Management Support
Sd: Geohydrological Services)

SALARY : R407 337 – R610 131 per annum, (OSD), (Offer will be based on proven years of experience)
CENTRE : Kimberley
REQUIREMENTS : A National Diploma in Natural /Water Groundwater/ Geohydrology related Sciences or relevant qualification. Three (3) years' post qualification technical scientific experience in groundwater. Compulsory registration with SACNASP as Certificated Natural Scientist. The disclosure of a valid unexpired driver's license. Understanding of programme and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of groundwater resources management is essential. Extensive experience in water management, Environmental field, urban development, agricultural, waste management and mining. Understanding of department's role and function with respect to Water Quality and Water Resources Protection. Knowledge of the National Water Act, 36 of 1998 and related policies, strategies and guidelines. Understanding of principles of integrated Water Resource Management. Experience in minimizing the impacts from industries, agriculture, urban development and mining. Computer literacy. Innovative thinking. Negotiation skills. Good written and verbal communication skills. Knowledge of legal compliance. Technical report writing. Data analysis. Scientific presentation. Decision making. Customer focus and responsiveness. Problem solving.

DUTIES : Perform technical scientific and geohydrological functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions and extension of the groundwater monitoring network. Preparation and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide Geohydrological technical support and advice. Develop working relations with client base and extend client base. Promote public awareness of scientific activities. Provide technical/scientific data, information and advice. To perform technical scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures/skills to generate information and knowledge. Formulate proposals and compile reports. Research and development. Continuous professional development to keep up with new technologies and procedures. Equipment reviews and procurement of new equipment. Research/literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies/councils on Geohydrological related matters. Supervise technical support and processes. Manage the performance management and development of staff. All duties will be performed in a Geohydrological environment.

ENQUIRIES : Mr T Ngilande Tel No: (053) 830 8800

POST 33/114 : **HUMAN RESOURCE PRACTITIONER: EMPLOYEE RELATIONS REF NO: 280926/07**
Branch: Water And Sanitation Service Management: EC
Cd: Provincial Operations: Eastern Cape

SALARY : R338 106 per annum (Level 07)
CENTRE : King Williams's Town
REQUIREMENTS : A relevant NQF level 6 qualification as recognised by SAQA in Human Resource Management, Labour Relations / Employee Relations or LLB. One (1) year experience in Labour Relations. The disclosure of a valid unexpired driver's license. Knowledge of administrative procedures in relation to Disciplinary process, Grievance Handling, Dispute Resolution Process, etc. Legislative Requirements: Knowledge of Public Service Act & Public Service Regulations, Labour Relations Act; etc. Knowledge of PERSAL System. Basic Financial management and knowledge of PFMA. Problem solving and Analysis. Communication Skills. Accountability and Ethical Conduct. Attention to details. Willingness to travel.

DUTIES : To provide an administrative support for Employee Relation Unit. To facilitate the handling of Misconduct, grievances and Disputes lodged. Responsible for compiling monthly reports for Employee Relations Unit. To assist in procurement process for Employment Relations needs. Ensuring application and implementation of the outcome of Discipline; Arbitration Awards and Labour Court Judgements. Capturing cases on PERSAL. Maintains Employee Relations database. Assist in the implementation of approved resolutions by relevant structures. Compile statistics regarding labour issues, investigate cases and arrange appointments of Investigating Officers. Keep statistics of all Employee Relations cases lodged with the component.

ENQUIRIES : Mr P Qwayiza Tel No: (043) 604 5475

POST 33/115 : **STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: 280926/08**
Branch: Infrastructure Management: Southern Operations
Cd: Water Resources Infrastructure Operations and Maintenance
Dir: Operations Southern

SALARY : R338 106 per annum (Level 07)
CENTRE : Port Elizabeth (Gqeberha)
REQUIREMENTS : A relevant NQF level 6 qualification (National Diploma) in Financial Management or any related qualification in the field, plus one (1) to (2) two years' experience in Revenue Management. The disclosure of a valid unexpired driver's license. Practical experience of the SAP system and the WARMS system. Knowledge and understanding of financial legislation, policies, practices, and procedures. Knowledge and understanding of financial prescripts such as the PFMA, Treasury Regulations, and the Division of

Revenue Act (DORA), National Water Act (NWA), Knowledge of and application of International Financial Reporting Standards applicable to revenue, Generally Recognized Accounting Practice, Public Service Anti-Corruption Strategy, fraud, and prevention. Knowledge of equal opportunities and affirmative action guidelines, and laws. Knowledge of administrative, clerical procedures, and systems. Knowledge and understanding of Departmental policies and procedures. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem-solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Good communication. Accountability and Ethical Conduct. Be able to work independently, Willingness to travel extensively.

DUTIES : Provide effective financial administration and Revenue Management services within the Region on SAP, including customer billing, revenue collection, debtor reconciliations, payment allocations, suspense account management, monitoring of General Journal and Debtors' Ledger transactions, customer relationship management, ensuring that all functions are performed accurately, efficiently and within prescribed timeframes. Re-printing of customer statements and invoices. Attend monthly customer meetings with strategic customers as part of managing revenue management contracts. Assist with the tariff determination process in the Region. Be able to provide all Revenue Management reports that are required on ad hoc basis. Compile and submit revenue reports timeously. Supervision of personnel.

ENQUIRIES : Ms. B Siyo Tel No: (041) 508 9704

POST 33/116 : **HUMAN RESOURCE CLERK (PRODUCTION) REF NO: 280926/09**
Branch: Infrastructure Management: Northern Operations
Cd: Water Resources Infrastructure Operations and Maintenance
Dir: Operations Northern

SALARY : R237 453 per annum (Level 05)
CENTRE : Groblersdal Area Office
REQUIREMENTS : A Senior/Grade 12 certificate. Knowledge of PERSAL system, database and spread sheet application. Knowledge of the Public Service Act, Public Service Regulations, and other relevant HR prescripts will be an advantage. Good communication skills (written and verbal). Ability to work under pressure.

DUTIES : Rendering human resource clerical services. Provide administrative support for recruitment and selection, appointments, probation, and service terminations. Administer processes related to conditions of service (leave, housing, medical aid, allowances, etc.). Address enquiries and Human Resources registry services. Capture and update transactions on the PERSAL system. Address HR administration enquiries from internal and external stakeholders. Maintain and update personnel filing systems (electronic and physical). Provide general administrative support, including drafting routine correspondence, submissions and reports. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulation guidelines, resolution and other prescribes.

ENQUIRIES : Ms L Tsebe Tel No: (013) 262 6812

POST 33/117 : **HUMAN RESOURCE CLERK PRODUCTION REF NO: 280926/10**
Branch: Infrastructure Management: Southern Operations
Cd: Water Resources Infrastructure Operations and Maintenance
Dir: Operations Southern
(Re-advertisement, applicants who have previously applied must re-apply)

SALARY : R237 453 per annum (Level 05)
CENTRE : Gqeberha / Port Elizabeth
REQUIREMENTS : A Senior/Grade 12 Certificate. Knowledge of PERSAL system, database and spread sheet application. Knowledge of the PSA, PSR and other relevant Human Resources prescripts and legislation. Good communication skills (written and verbal) ability to work under pressure.

DUTIES : The successful candidate will be responsible for providing professional advice to the line managers. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulation guidelines, resolution and other prescribes. Capturing transactions on PERSAL. Recruitment and Selection. Organisational Development. Employee Relations. Human Resource Development. Drafting of submissions. Handling

all Human Resource administration i.e. conditions of service, termination of services and leave management. Provide HR Registry services

ENQUIRIES : Mr. CS Nzimande Tel No: (041) 508 9719

NOTE : Preference will be given to candidates from the Nelson Mandela Bay District.

ANNEXURE N

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.

APPLICATIONS	:	Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Acting Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email as a single scanned document/one PDF attachment to the email address specified in the relevant advertisement. (kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms Lerato Segodi Tel No: (012) 359 0073/ Mr Joseph Mahlangu Tel No: (012) 359 0238
CLOSING DATE	:	28 September 2026 at 16:00
NOTE	:	All fields in the Z83 application form on https://recruitment.dwypd.gov.za/ must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond “Yes “or “No “to the question whether you are conducting business with the state. If “Yes”, details thereof only shortlisted candidates will submit declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate “not applicable” or leave a blank to the question “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?” Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications received after the closing date will not be considered or accepted. Correspondence is limited to short-listed candidates only; should you not hear from us within six weeks of the closing date, please consider your application unsuccessful. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. 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 skills that are generic requirements and the other must be an integrity (ethical conduct) assessment. Further, personnel suitability checks, including security vetting, competency assessment will be conducted, as such transfer/promotion/appointment will made subject to positive outcomes of personnel suitability checks. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants ‘personal information and only collect, use and retain applicants’ personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons,

unlawful disclosure, or breaches. The Department is an equal opportunity and affirmative action employer. In the filling of these posts, it is the intention of the Department to promote representivity in the Public Service through the filling of this position and the candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference as the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration

ERRATUM: Kindly note that the following X3 Posts were advertised in Public Service Vacancy Circular 32 dated 04 September 2026, Researcher: Ref No DWYPD/012/2026; Senior Youth Development Officer, Ref No DWYPD/013/2026 and Information Technology Officer: Ref No DWYPD/011/2026, The closing date has been extended from 18 September 2026 to 28 September 2026. Interested applicants are encouraged to take note of the revised closing date and ensure that their applications are submitted on or before 28 September 2026.

OTHER POST

POST 33/118 : **DEPUTY DIRECTOR; GOVERNANCE AND REGULATIONS RIGHTS OF YOUTH REF NO: DWYPD/015/2026**

SALARY : R1 101 468 per annum (Level 12)
CENTRE : Pretoria
REQUIREMENTS : Matric Certificate and an NQF7 bachelor's degree as recognised by SAQA in Youth Development, Social Sciences, Development Studies or related field. A minimum of 3 years' first level/middle management experience in youth development/stakeholder or related field. Knowledge: Legislation, governance framework and prescripts applicable; Knowledge of the National Youth Policy, NYDA Act, Stakeholder Management, Project Management, Risk Management, Protocol and Etiquette, Political processes, functions and context, Understanding and appreciation of Youth Development, Research. Skills, Primary: Project Conceptualisation and Management, Stakeholder Management, Networking and Relationship Building, Programme and project management, Effective report writing skills, Presentation and written communication skills, Impact and Influence. Secondary: Basic Budgeting and Financial Management; Problem solving and decision-making; Project management; Computer Literacy (MS Office Suite); Networking and building bonds; Impact and influence; Diversity management. Personal Attributes: Ethical behaviour; honesty and Integrity; Emotional Intelligence; Passion and Achievement driven; Ability to work under pressure; Ability to maintain confidentiality of information; Respect for copyrights/ aversion to plagiarism.
DUTIES : Provide technical and advisory support to principals to make informed decisions; Support management on Parliamentary matters; Compile Cabinet Memos when requested; Develop submissions and briefing notes for the political principals, Draft speaking notes for the principals; Draft Cabinet Memorandums; Manage and coordinate national youth engagements to advance youth development; Manage national youth engagements to advance youth development; Manage the implementation of quarterly National Youth Machinery meetings, Conceptualise and manage youth development outreach projects., Facilitate participation of stakeholders in national projects to advance youth development.; Facilitate implementation, monitor, evaluate and report progress of national projects that advance youth development; Coordinate international stakeholder engagements to advance youth development. Coordinate international stakeholder engagements on youth development, and facilitate participation of stakeholders in international youth development events. Provide support in coordination of international multilateral and bilateral engagements (UN, AU, SADC, BRICS, IBSA, Commonwealth, Non-Aligned Movements, and bilateral engagements).: Facilitate implementation, monitor, evaluate and report progress of national projects that advance youth development; Facilitate implementation, monitor, evaluate and report progress of international projects that advance youth development; Report progress on bilateral and multilateral international engagements that advance youth development to stakeholders; Draft cluster and cabinet memorandums on relevant international projects and facilitate their presentation., Provide support in NYDA performance oversight. Compile quarterly NYDA Monitoring reports; Plan and monitor implementation of NYDA site visits, coordinate responses to

Parliamentary questions directed to the NYDA, and facilitate approval of the quarterly tranche payments of the NYDA. Facilitate appointment and induction of the NYDA Board. Facilitate approval and monitor implementation of the Shareholder Compact, and quality control the plans and reports of the NYDA. Supervise and ensure the effective utilisation of human and material resources; Allocate work and resources to subordinates to ensure that priorities, targets and deadlines are achieved; supervise and manage staff, including performance management, development, discipline and workplace support. Sign and submit leave forms within the prescribed timeframes.

ENQUIRIES : Mr OJ Fourie at 079 507 0127
APPLICATIONS : Recruitment01@dwypd.gov.za
NOTE : Preference will be given to African Female, Coloured, Female/Male, as well as persons with disabilities as these groups are underrepresented in this post.

ANNEXURE O

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

Free State Provincial Government is an equal opportunity affirmative action employer. We intend to promote representativity (race, gender, and disability) in the Province through the filling of these posts, and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

CLOSING DATE	:	02 October 2026 at 16:00
FOR ATTENTION	:	Mesdames. M Parkies/ K Majafa/N. Ramaebebe/ Mr. T. Chaka
NOTE	:	Directions to applicants: Applications must be hand delivered or e-mail on a new Z.83, obtainable from any Public Service Department or on internet at www.dpsa.gov.za-vacancies and must be accompanied by a detailed Curriculum Vitae (Separate application for every vacancy). Applicants are requested to complete Z83 form properly and in full. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are emailed (PDF document to a maximum of 4 megabytes), submitted electronically or hand delivered timeously. The Department will not be held responsible for several delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) before the interviews. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and criminal case shall be opened. Candidates who possess foreign qualifications and/or short course certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA) and provide proof of such evaluation report (only when shortlisted). Failure to do so will result in your application being disqualified. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Due to high volumes, the Department will not acknowledge receipt of applications and communication will only be limited to shortlisted candidates. The department reserves the right not to appoint. Note: Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive, behavioural preferences, emotional intelligence and integrity. Assessment for core competencies outlined in the SMS Handbook shall be conducted within one month of the appointment of the candidate. The department shall communicate the logistics for the psychometric assessment to the candidate. All shortlisted candidates for other posts, shall undertake a pre-entry assessment which will be in the form of a practical / technical exercise. Candidates will also be assessed on Integrity (Ethical Conduct). Selection panels shall score the technical exercise as an additional criterion in the interview process. Successful candidates will be appointed on a probation period of 12 months.

MANAGEMENT ECHELON

POST 33/119	:	**DIRECTOR: SUPPLY CHAIN MANAGEMENT RE NO: DEDT 13/09/26**
SALARY	:	R1 317 384 per annum (level 13), (an all-inclusive salary package). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines
CENTRE	:	Bloemfontein
REQUIREMENTS	:	An appropriate Bachelor's Degree as recognised by SAQA (NQF 7) in Supply Chain Management / Logistics /Public Management or related field. 5 years of experience at a middle/senior managerial level. 7 years or more experience in Supply Chain Management. Experience in various aspects of supply chain management, such as procurement, logistics, inventory management, and contract management, is crucial. Knowledge of PFMA, SCM Regulatory Framework and all prescripts governing procurement in the Public Service. Customer service principles (Batho Pele principles). Technical knowledge. Budgeting and financial management. Understanding of SCM policies and procedures, Computer literacy and a valid driver's license. The following will be an added advantage: A post-graduate qualification in SCM/Procurement or MBA.
DUTIES	:	Develop and manage the demand and acquisition processes. Develop, manage and maintain logistical information and SCM performance. Manage and coordinate the sourcing and purchasing decision of all goods and services in the Department. Maintain, monitor and manage relationships between acquisition management and suppliers. Evaluate that spending of goods and services is according to the Demand Management Plan of the Department. Coordinate supplier scheduling, delivery times and supply continuity. Develop and maintain manuals on SCM policies and procedures. Ensure that goods and services are sourced through fair, equitable, transparent, competitive and cost-effective systems. Set performance standards in respect to service delivery to departmental clients. Manage the resources of the Directorate, i.e. human, asset and financial resources.
ENQUIRIES	:	Mr. L.F. Kalane at (079)-496 2777
APPLICATIONS	:	Applications can be hand delivered or sent via email to recruitment1@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying. Quoting the reference number, applications can be hand delivered at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein or sent via email. Kindly take note that the email size limit is 4MB. You are therefore kindly requested to send documents separately, should they exceed the allowed limit.
FOR ATTENTION	:	Mesdames K. Majafa / M. Parkies/ N. Ramaebebe/Mr. T. Chaka at (066) 487 2908
NOTE	:	Women and People with disabilities are encouraged to apply.
POST 33/120	:	**DIRECTOR: REGULATORY SYSTEMS AND STAKEHOLDER MANAGEMENT REF NO: DEDT 14/09/26**
SALARY	:	R1 317 384 per annum (Level 13), (an all-inclusive salary package). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.
CENTRE	:	Bloemfontein
REQUIREMENTS	:	An appropriate Bachelor's Degree as recognised by SAQA (NQF 7) in Economics or Business Management. 5 years of experience at a middle/ senior managerial level. 7 years experience with a role focus on coordination of sector stakeholders and in-depth understanding of the business regulatory management environment. Experience in managing catalytic projects, including developing project plans, allocating resources, and monitoring progress. Understanding of investment promotion and facilitation. Understanding of financial implications related to regulatory compliance and stakeholder management. Computer literacy. A valid driver's license. The following will be an added advantage: Good knowledge of appropriate legislation governing Sector Management. Knowledge of Project Management.
DUTIES	:	Provide support to fast track and reduce government red tape for the effective implementation of investment project plans. Cultivate and strengthen lasting

		stakeholder relations for both the department and the province. Facilitate and promote Investment Value Chain in relation to investment projects. Oversee implementation of private sector catalytic projects in the Province. Implement departmental programmes arising from Executive Council Resolutions, Budget Vote Injunctions meetings with institutions such as the Department of Trade, Industry and Competition (the dtic) and relevant Public Entities. Contribute to the development of Strategic documents for the Department. Manage resource of the Directorate, i.e., human, asset and financial resources.
ENQUIRIES	:	Adv. J. Mosia at (071) 485 7708
APPLICATIONS	:	Applications can be hand delivered or sent via email to recruitment2@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying. Quoting the reference number, applications can be hand delivered at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein or sent via email. Kindly take note that the email size limit is 4MB. You are therefore kindly requested to send documents separately, should they exceed the allowed limit.
FOR ATTENTION	:	Mesdames K. Majafa / M. Parkies/ N. Ramaebebe/Mr. T. Chaka at (066) 487 2908
NOTE	:	Women and People with disabilities are encouraged to apply.

OTHER POSTS

POST 33/121	:	**ORGANISATIONAL DEVELOPMENT SPECIALIST REF NO: DEDT 15/09/26**
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Bloemfontein
REQUIREMENTS	:	An appropriate Degree (NQF Level 7) in Organisational Development and/or business administration with an OD focus. 3-4 years' experience in OD environment. Certificate in business process mapping, JE initial and Follow-up training certificate and JE Panel certificate. Knowledge of setting of norms and standards, knowledge of the department, cost benefit analysis, hr practice, compilation of job descriptions, relevant legislations and policies, general office administration practice, PERSAL, job evaluation processes, compensate system, working knowledge of Org- Plus/ Visio, Structure Costing Models and BPM & SOP Techniques. Computer literacy and a valid driver's license.
DUTIES	:	To develop & maintain the organogram/s; analyse the current departmental organogram, identify the needs/gaps to inform review/redesign of the departmental organogram, conduct research proposal of organogram to ensure alignment to the approved specific sector generic or where applicable, consult with the relevant stakeholders / role players to source inputs/buy-in, compile the proposed organogram and provide timeous feedback to relevant stakeholders, finalize and submit to source concurrence, partake in ensuring proper implementation, monitoring and evaluation of the approved structure. To develop, review and analyse norms and standards; Assess shortcomings/need for amendment/development of norms and standards, investigate the amendment/development of norms and standards, draft norms and standards, consult with relevant stakeholders, obtain approval, monitor the implementation. Conduct job evaluation on identified/prioritized jobs and advice on the application thereof; collect required information on the job, conduct job analysis interview, capture information into the JE System, Present the evaluated jobs to the Quality Assurance Committee / Panel, compile submission to source implementation approval, keep records (updated database) on evaluated jobs and report timeously, disseminate/communicate information on the outcome of the evaluated jobs to the relevant Senior Manager. To provide advice on the development of job descriptions; conduct research on the contents of the job and benchmark with other departments/ provinces, provide inputs on the draft job descriptions, conduct interviews with designated/knowledgeable officials, request inputs on the draft job descriptions, provide advice on the layout and specification of the acceptable template, keep records (updated database) on approved JDs and report timeously. To manage resources to ensure that the objectives of the component are achieved; management of staff within the component, the development and updating of Job Descriptions for reporting staff, the performance management of staff within the component, facilitation of training interventions, give direction, guidance and advice to staff within the component. Management of assets.
ENQUIRIES	:	Mr. T. Selemela at (082) 449 4690

APPLICATIONS	:	Applications can be hand delivered or sent via email to recruitment1@destea.gov.za and quote the reference number for the above-mentioned position on the subject line (email) when applying. Quoting the reference number, applications can be hand delivered at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein or sent via email. Kindly take note that the email size limit is 4MB. You are therefore kindly requested to send documents separately, should they exceed the allowed limit.
FOR ATTENTION	:	Mesdames K. Majafa / M. Parkies/ N. Ramaebebe/Mr. T. Chaka at (066) 487 2908
NOTE	:	Women are encouraged to apply.
POST 33/122	:	**ASSISTANT DIRECTOR: LOGISTICS REF NO: DEDT 02/09/26** (Re-advertisement)
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Bloemfontein
REQUIREMENTS	:	An appropriate Degree (NQF Level 7) qualification in Supply Chain Management/Logistics Management/Public Management/Administration. 3 years related logistics management experience at supervisory level. Knowledge of LOGIS system, PFMA, SCM Regulatory Framework and all prescripts governing procurement in the Public Service. Computer literacy and a valid driver's license.
DUTIES	:	Coordinate and review the processing of requisitions for goods and services; receive a requisition, process requisition, coordinate the placement of orders for goods and services, place an order for the service in the case of a service required, order and acquire goods if not a store item or the item is not in stock. Coordinate the safekeeping and distribution of goods; receive and check goods, capture goods on relevant procurement system, return damaged incorrect and substandard goods, issue goods as required, preparation and collation of payment documents. Supervise employees to ensure an effective logistics management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following: general supervision of employees, allocate duties and perform quality control on the work delivered by supervisees, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of supervisees, ensure that all supervisees are trained and developed 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 function. Management of human, financial and asset resource. Control and safeguarding of all supply chain documentation.
ENQUIRIES	:	Mr. B. Bosch at (082) 385 3005
APPLICATIONS	:	Applications can be hand delivered or sent via email to recruitment1@destea.gov.za and quote the reference number for the above-mentioned position on the subject line (email) when applying. Quoting the reference number, applications can be hand delivered at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein or sent via email. Kindly take note that the email size limit is 4MB. You are therefore kindly requested to send documents separately, should they exceed the allowed limit.
FOR ATTENTION	:	Mesdames K. Majafa / M. Parkies/ N. Ramaebebe/Mr. T. Chaka at (066) 487 2908
NOTE	:	Indians/Coloureds and People with disabilities are encouraged to apply.
POST 33/123	:	**FRAUD AND ANTI-CORRUPTION INVESTIGATOR REF NO: DEDT 16/09/26**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Bloemfontein
REQUIREMENTS	:	An appropriate Degree (NQF Level 7) NQF 7 in Criminology or Police. 3-4 Years relevant experience in the fraud and anti-corruption related field. Understanding of the Legislative Framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Fraud and Anti-corruption related policies/ strategies/ guidelines. Computer literacy and a valid drive's license.
DUTIES	:	Provide inputs in the development and implementation of Fraud Detection and Anti- Corruption Prevention Strategy/Plan in the Department; review and evaluate anti-corruption capacity measures within the Department, conduct

information sessions on Fraud and Anti-corruption strategy/plan. Investigate all corruption, fraud and theft cases reported as well as irregularities, fruitless and wasteful expenditure that has occurred and advise the supervisor on the way forward; ensure that the departmental cases reported and received through the Provincial Fraud and Corruption hotline are attended and investigated, recommend and complete disciplinary actions for cases of corruption in consultation with labour relations unit of the Department or the SAPS, ensure that witnesses receive protection and remain anonymous, serve as a chief witness in the departmental hearings as well as criminal and civil cases, work closely with the SAPS and other relevant authorities on cases relating to fraud, corruption and theft in the Department. Compile investigation reports on fraud, corruption and theft related cases for further handling by the Supervisor or the Head of component, for internal disciplinary hearings and for criminal or civil proceedings; compile and submit reports on cases related to irregularities, fruitless and wasteful expenditure that has occurred in the Department, update the fraud register on cases investigated, compile a portfolio of evidence on preliminary and final investigation results. Advice the Department/ Accounting Officer on the fraud and corruption outcomes related to the financial disclosures and the way forward thereof; request information required as per the directives on financial disclosure, investigate discrepancies where there are any. compile and submit reports thereof. Detect fraud and corruption activities and refer allegations to a relevant law enforcement agency or other appropriate agencies/bodies in terms of format arrangement i.e Special Investigation Unit (SIU) or the Hawks depending on the merits of the case.

ENQUIRIES : Mr. T. Kotsi at (082) 379 3545

APPLICATIONS : Applications can be hand delivered or sent via email to recruitment4@destea.gov.za and quote the reference number for the above-mentioned position on the subject line (email) when applying. Quoting the reference number, applications can be hand delivered at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein or sent via email. Kindly take note that the email size limit is 4MB. You are therefore kindly requested to send documents separately, should they exceed the allowed limit.

FOR ATTENTION : Mesdames K. Majafa / M. Parkies/ N. Ramaebebe/Mr. T. Chaka at (066) 487 2908

NOTE : Females are encouraged to apply.

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 : 02 October 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 33/124 : **DEPUTY MANAGER NURSING PHC (PNA8) REF NO: MMD/PNA8/15/2026 (X1 POST)**

SALARY : R1 069 215 per annum
CENTRE : Mangaung Metro District
REQUIREMENTS : Basic R25 qualifications i.e Diploma/Degree in Nursing or equivalent qualifications that allows registration with SANC as a Professional Nurse. Current registration with South African Nursing Council as a professional nurse. Current registration with South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Valid driver's license. Computer literacy. Extensive experience in Primary Health Care. Skills And Knowledge: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frame works such as: Nursing Act, Health Act. Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and procedure, Grievance Procedure, etc. Strong leadership skills, Financial Management 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 Areas. Monitor performance of key priority programs according to APP and AOP targets. Management of key priority programs. Work as part of a multi-disciplinary team to ensure good quality of care across all disciplines. Perform quality improvements audits and surveys and report Senior Management and multidisciplinary health team. To monitor and evaluate delivery of quality of health care within the Facilities. Provide advice on various aspects of quality care within the entire district. Provide monthly reports to supervisors and Senior Management. Monitor clinical and non-clinical on regular basis to ensure compliance to processes. Represent the entire district at the Provincial Quality, Finance and key priority program forums.
ENQUIRIES : Mr TA Mokoqo Cell: 067 422 55554 Assistant Director: Admin and Support. Email: MokoqoTA@fshealth.gov.za
APPLICATIONS : To be done at: https://ihealth.fshealth.gov.za/e-Recruitment
NOTE : No payment of any kind is required when applying for this post.

POST 33/125 : **ASSISTANT MANAGER PHC(PNB4) REF NO: MMD/ PNB4/14/2026 (X1 POST)**

SALARY : R785 568.per annum
CENTRE : Mangaung Metro District Office
REQUIREMENTS : Basic R25 qualifications i.e 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. Valid driver's license. Computer literacy. Skills And Knowledge: Training in HIV/AIDS management i.e NIMART & wide experience in HAST programme. Travelling extensively and work extra hours. Strong ability to build and work as a team member. Good communication skills and

intersectoral collaborations. Strong management and leadership skills. Ability to analyze data and quality assessment. Appropriate financial management.

DUTIES : Provide strategic direction for the HIV/AIDs and TB(HAST) programme in the district. Implementation of the strategies aimed at behavioural change in reducing infections and retention of patients to care. Implement HAST programme according to the strategic plans. Provide programme technical and clinical and clinical support to the health care facilities and stakeholders. Implementation of all HAST programs in the district and monitors thereof. Management of HAST multidisciplinary team and stakeholder coordination. Analyze and manage HIV/AIDS and TB to strengthen programme implementation. Undertake clinic, hospital support visits and audits to ensure programme compliance. Lead health and wellness events that seek to influence behavioural change.

ENQUIRIES : Mr. TA Mokoqo Assistant Director: Admin and Support Email: MokoqoTA@fshealth.gov.za Cell: 067 422 5555

APPLICATIONS : To be done at: https://ihealth.fshealth.gov.za/e-Recruitment

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

OFFICE OF THE PREMIER

Free State Department of the Premier is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender, and disability) in the Department through the filling of positions and candidates whose appointment/promotion/transfer will promote representivity; will receive preference.

APPLICATIONS : Submitted to Leanne Terblanche or Thabo Tsotetsi, Room 7, Ground floor, O.R Tambo House, Bloemfontein, or e-mail to recruitment@fspremier.gov.za

CLOSING DATE : 29 September 2026

NOTE : Applications must be submitted using the newly implemented Z83 form, obtainable from any Public Service Department or the DPSA website, under public service vacancy circulars and should be accompanied by a comprehensive CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge, duties & experience). All required information on the Z83 application form must be provided. Communication from the HR of the Department regarding the submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications that do not comply with the above-mentioned requirements will not be considered. Shortlisted candidates will be subjected to personnel suitability checks/security clearance. Correspondence will be limited to short-listed candidates only. Applicants are respectfully informed that if no response is received within 4 months of the closing date, they must accept that their application was unsuccessful. The department reserves the right not to fill this position. Persons with disabilities are encouraged to apply and preference will be given to the EE Targets. No late or faxed applications will be considered.

MANAGEMENT ECHELON

POST 33/126 : **DIRECTOR: PROVINCIAL COUNCIL ON AIDS REF NO: 03/2026**

SALARY : R1 317 384 per annum (Level 13), (an all-inclusive salary package). The remuneration package includes a basic salary, State's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE : Bloemfontein

REQUIREMENTS : Appropriate NQF Level 7 qualification as recognised by the South African Qualification Authority (SAQA) preferable in Public health and/or related disciplines. 5 years of experience at a middle / senior managerial level. Experience in social science, HIV, TB and STI related issues. Relevant experience working with Non-Governmental Organisations (NGO's) and Donor funded programmes. Experience in the monitoring and evaluation of

policies/implementation strategies and the management of resources. Planning, organising analytical and problem-solving skills. Knowledge of the relevant legislation applicable to the Council on AIDS, understanding of the legislative framework governing the Public Service. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Individual applicants are expected to pay for the course, and the duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate.

DUTIES : Provision of professional administrative and secretariat services to Free State PCA. Manage and provide oversight on the implementation of the integrated multi-sectoral Provincial Implementation Plan for HIV, TB &STIs. Manage the establishment of HIV, TB and STI's related Programme Forums, monitor and oversee implementation of resolutions. Monitor and evaluate the multi – sectoral response on HIV, TB and STI's in the province. Supervise multistakeholder coordination including social mobilization (i.e. door to door) of HIV and TB programmes and provide strategic support to the Free State Provincial AIDS Council and all its structures i.e. District & Local AIDS Councils. Manage resources (Human physical and financial) in accordance with relevant directives and legislations.

ENQUIRIES : Ms. Limakatso Nqoko, email: limakatso.nqoko@fspremier.gov.za

NOTE : The successful candidate will be required to enter into a Performance Agreement within 3 months after assumption of duty and will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

APPLICATIONS : The Department of Public Works and Infrastructure to be Submitted To: Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein, 9300 Or Applications that are hand delivered must be brought at the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein or e-mail to e-recruitmentfsdpwi@fsworks.gov.za. No Applications will be accepted by staff in offices in the building.

CLOSING DATE : 30 September 2026

NOTE : Directions to applicants Applications must be submitted on the new prescribed Z83 application form obtainable from any Public Service Department or on the internet at http://www.info.gov.za. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information provided on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should an applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply for more than one post, separate applications must be submitted i.e. all the documentation must be submitted for each post applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their enquiries to the relevant person as indicated in the advertisement. Note: 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. 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. Short-listed candidates will on the day of interview undergo a security assessment. Suitable candidates will be subjected to personnel suitability checks as deemed appropriate and inclusive inter alia of criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be required to enter into a performance agreement, annually disclose financial interests, and comply with all requirements applicable to members of the Senior Management Service. The Department is committed to the achievement and maintenance of diversity and equity in employment, particularly in respect of race, gender, and disability. Preference will therefore be given to candidates whose appointment will promote representativeness in line with the Department's Employment Equity Plan. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will not be accepted.

MANAGEMENT ECHELON

POST 33/127 : **CHIEF FINANCIAL OFFICER REF NO: PWI 12/26**

SALARY : R1 554 696 per annum (Level 14), (all-inclusive package). The remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include 13th cheque, motor car allowance, homeowner's allowance, and medical aid assistance.

CENTRE : Bloemfontein

REQUIREMENTS : Appropriate BCOM (NQ7) in Accounting, Financial Management, Commerce, Economics or an equivalent qualification recognised by SAQA, and a minimum of five (5) years' experience at Senior Management Service (SMS) level in financial management. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. Extensive knowledge of and experience in Public Service financial management; Valid driver's licence. Appointment is subject to the following: Performance Agreement, Personnel Suitability Checks, SMS Contract, Competency Assessment, and Financial Disclosure.

DUTIES : Provide strategic financial leadership and direction to the Department by ensuring sound financial governance, prudent financial management, and compliance with the Public Finance Management Act, 1999 (PFMA), Treasury Regulations, and other applicable legislative and regulatory frameworks. Provide strategic financial advice and support to the Accounting Officer and Executive Management on all matters with financial, governance and strategic implications. Develop, implement and continuously improve financial management strategies, policies, systems, standards and internal controls to promote sound financial governance. Ensure effective financial planning, budgeting, expenditure management, revenue management, financial reporting, cash flow management and forecasting across the Department. Ensure the maintenance of complete, accurate and reliable financial records in accordance with prescribed accounting standards and legislative requirements. Oversee the preparation and submission of the Department's and all statutory month, quarterly and annual financial reports to Provincial Treasury, oversight structures and other relevant stakeholders. Monitor compliance with applicable accounting standards, financial legislation, Treasury Regulations, departmental policies and internal control measures. Direct and oversee the development, implementation and monitoring of the Department's Medium-Term Expenditure Framework (MTEF), Annual Budget,

Adjustments Budget and budget implementation plans. Ensure effective management of departmental budgets, including expenditure monitoring, cash flow management, budget forecasting, virements, roll-overs and budget adjustments. Align financial planning and budget allocations with the Department's Strategic Plan, Annual Performance Plan and Operational Plans to support the achievement of strategic objective. Oversee the implementation and continuous improvement of management accounting systems to support informed decision-making and financial sustainability. Provide strategic oversight of Supply Chain Management, procurement, contract management and asset management functions in accordance with the PFMA, Treasury Regulations, Preferential Procurement legislation and other applicable regulatory prescripts. Ensure the development and implementation of effective procurement, contract management and asset management policies, systems and controls. Oversee the preparation and implementation of the Departmental Procurement Plan and ensure alignment with approved strategic priorities and available budgets. Ensure the effective management, safeguarding, maintenance and accounting of departmental assets. Establish, implement and maintain an integrated system of internal financial controls to promote accountability, transparency and sound governance. Coordinate and monitor the implementation of internal and external audit recommendations and ensure timely resolution of audit findings. Facilitate financial assurance processes and strengthen governance through effective risk management and compliance monitoring. Develop and maintain an appropriate framework of financial delegations to support effective financial administration. Advise and support the Accounting Officer and Executive Management in fulfilling their responsibilities in terms of the PFM and other applicable legislation. Develop innovative financial strategies and solutions to improve operational efficiency, cost-effectiveness and value for money in service delivery. Facilitate the implementation of applicable national and provincial financial norms, standards and best practices across the Department. Provide strategic oversight of financial management information systems and ensure business continuity arrangements for critical financial systems and services. Provide strategic leadership and effective management of the Chief Directorate by ensuring sound governance, high performance and continuous improvement. Lead, develop, mentor and manage employees through effective performance management, coaching, succession planning and capacity building. Manage the human, financial and physical resources of the Chief Directorate in accordance with applicable legislation and departmental policies. Develop and manage the Chief Directorate's operational and budget plans, monitor expenditure, and ensure effective utilisation of allocated resources. Promote ethical leadership, accountability, good governance and a high-performance organisational culture.

ENQUIRIES : Mr M Tshabalala Head: Public Works and Infrastructure Tel No: (051) 492 3909

ANNEXURE P

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

APPLICATIONS	:	To apply for the above position, please apply online at http://professionaljobcentre.gpg.gov.za or email at GDARDRecruitment@gauteng.gov.za
FOR ATTENTION	:	Ms. Gugu Nevondo at 072 904 1694– Recruitment
CLOSING DATE	:	28 September 2026, 16h00. No late applications will be considered.
NOTE	:	Applications quoting the relevant reference number must be submitted on a New Z.83 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). All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. The Department reserves the right not to make an appointment to the advertised post(s). By responding to the advertisement, applicants consent to the collection, processing and storing of their Personal Information in accordance with the Protection of Personal Information Act (POPIA) Act No. 4 of 2013. It 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 Qualifications Authority (SAQA). General information. The Department will not accept posted and emailed applications. The Gauteng Department of Environment reserves the right to fill or not fill the advertised posts. If you have not been contacted within six (6) months of the closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 33/128	:	**DIRECTOR: RISK ANTI-CORRUPTION & INTEGRITY MANAGEMENT REF NO: REFS/056446** Directorate: Risk Anti-Corruption & Integrity Management
SALARY	:	R1 317 384 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 ad 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 breast 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. Gugu Nevondo at 072 904 1694

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : To apply for the below positions, please apply online at http://jobs.gauteng.gov.za. For general enquiries please contact Human Resource on 011 355-7521/7252. Only online applications will be considered.

CLOSING DATE : 02 October 2026

NOTE : In line with the Department's employments Equity Plan, preference will be given to Females and Persons with disabilities candidates. Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a

maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

MANAGEMENT ECHELON

POST 33/129 : **CHIEF DIRECTOR: ROADS CONSTRUCTION REF NO: REFS/056496**
Branch: Roads Infrastructure
(Re-advertisement, those who previously applied are encouraged to re-apply)

SALARY : R1 554 696 – R1 858 821.per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : NQF level 7 in Civil/Structural Engineering/Built Environment as recognized by the South African Qualifications Authority (SAQA). Registered with professional body (such as Engineering Council of South Africa (ECSA), South African Council for the Project and Construction Management Professions (SACPCMP), South African Council for Quantity Surveying Profession (SACQSP) etc. 5 years senior management experience within transport infrastructure environment and or built environment. Extensive experience in planning management and execution of roads construction projects will be an added advantage. A valid driver's license. Completion of the Nyukela Senior Management Pre-entry certificate endorsed by National School of Government must be submitted prior to appointment. Knowledge: Knowledge of SLAs, Knowledge of construction contract law & administration, Engineering Profession Act 2000, Gauteng Transport Infrastructure Act 2001, National Roads Traffic Act. 1996, National Environmental Management Act 1998, Colto Standard Specifications for Road and Bridge Works, General Conditions of Contract (GCC & FIDIC), Departmental technical standards 7 code of procedures, Knowledge of relevant legislation and policies related to the field or line of work. Skills: Strategic capability and leadership skills, problem solving and analysis, creativity, financial management, customer focus and responsiveness, communication, negotiation, conflict management and change management skills.

DUTIES : Manage overall programming, budgeting, and reporting of capital projects. Manage, coordinate and oversee the implementation of construction of Departmental Roads Infrastructure /Capital Projects. Monitor project management efficiencies according to organizational goals to direct and indirect services for the attainment of organizational objectives. Provide project management support. Render Occupational health and safety service. Manage and maintain the construction of the roads in the regions. Manage construction standards. Manage construction quality assurance. Ensure that project standards, specifications and service levels according are set to departmental objectives to ensure optimum operational availability. Oversee the management of construction management guidelines, processes, standards and strategies. Identify construction trends and opportunities for businesses processes improvement. Approves recommendations for changes and improvements to existing construction management guidelines, standards, policies and procedures. Oversee implementation of guidelines, standards, policies, procedures and strategies and related prescripts. Ensure the development and implementation of support tools. Monitor the implementation of compliance and applicable polices and legislation. Ensure the implementation of sound effective and efficient internal control system. Provide

strategic leadership to the component. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Chief Directorate and report on progress. Manage and coordinate personnel provisioning. Manage performance and development of employees. Monitor the budget and expenditures of the Chief Directorate. Plan, organize and control activities pertaining to the functions of the component. Adhere to and promote legislative departmental prescripts and the Code of Conduct for the Public Services.

ENQUIRIES : Ms. M. Mashele/ Mr. S. Ngcobo Tel No: (011) 355-7082/7043

ANNEXURE Q

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT
The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are highly encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post. Invited candidates will attend interviews at their own cost due to budgetary constraints.

APPLICATIONS : Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. All applications must be addressed to the Head of Department and may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245.

CLOSING DATE : 28 September 2026

NOTE : Applicants using the manual application process must submit their applications on the prescribed form Z83 (Please use the New Z83 Form which is effective from 01 January 2021) obtainable from any Public Service Department or at www.dpsa.gov.za and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed in full, duly signed and initialled, as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related/supporting documents on or before the day of the interview following the communication from Human Resources. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No late applications will be accepted. Failure to comply with the above instructions will result in the disqualification of your application. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) most suitable SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 33/130 : **DISTRICT DIRECTOR REF NO: SSC23/2026 (X2 POSTS)**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary SMS package) is payable to the successful candidate subject to the signing of a mutually agreed performance agreement within one month of assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest. Appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Government.

CENTRE : uMzinyathi District (X1 Post)
lLembe District (X1 Post)

REQUIREMENTS : An NQF level 07 qualification in Agriculture and a valid driver's licence. Experience: 5 years of experience at a middle/senior managerial level. Knowledge: RSA Constitution, White Paper on Agriculture for KZN, Norms and Standards for Extension and Advisory Services, KwaZulu-Natal Agricultural Development Policy, National Policy on Comprehensive Producer Development Support,, Agricultural Extension and Advisory Principles, Scientific Agricultural Production Methods, Agriculture and Agro-Processing Master Plan (AAMP), Provincial Growth and Development Plan, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Employee Performance and Management System, Community Development, Public Participation, Community Outreach, Project Management Principles, Social Dynamics of KZN Communities, Service Delivery

Frameworks and Treasury Regulations. Skills: Language, listening, presentation, interpersonal relations, computer, strategic planning, organizational, research, leadership, facilitation, project management, financial management, time management, report writing, problem solving, communication, conflict management, change management, be self-disciplined and have the ability to work under pressure with minimum supervision, people management, analytical thinking and decision making.

DUTIES : Manage the provision of Agricultural Extension and Advisory Services. Manage district agricultural projects. Manage the provision of all agricultural specific interventions and engineering support. Contribute to the development and implementation of policies. Manage the provision of administration support to the district (including the support to Animal Health institutions (Veterinarian Services) operating within the district boundaries. Manage the resources of the Directorate.

ENQUIRIES : Mr LL Jongisa Tel No: (033) 343 8290

DEPARTMENT OF COMMUNITY SAFETY AND LIAISON

APPLICATIONS : With the implementation of the online recruitment system, applicants for any vacant post within the Province of KwaZulu-Natal may apply for a post in the following ways: -a) via the S'thesha Waya Waya - KZN Online recruitment portal at (https://www.eservices.gov.za) or b) by submitting by post their Z83 and CV directly to the department to The Head: Community Safety and Liaison, Human Resource Management, Private Bag, X 9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.

FOR ATTENTION : Ms. Z.R Bekwa

CLOSING DATE : 28 September 2026

NOTE : 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 (Only shortlisted candidates will be required to submit certified qualifications, all non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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. For SMS posts, all shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Prior to appointment, a candidate will be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services which is an online course offered by the National School of Government (NSG). The course is 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/training-course/sms-pre-entry-programme. The successful candidate will be required to complete such prior to appointment. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts and to use other recruitment processes to fill these posts should it choose to do so.

MANAGEMENT ECHELON

POST 33/131 : **DIRECTOR: ETHEKWINI REGION REF NO: CSL13/2026**

SALARY : R1 317 384 per annum, (an all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.

CENTRE : Durban

REQUIREMENTS : A Degree (NQF level 7 or higher) in Social Science / Police Science / Criminology or relevant equivalent qualification coupled with a minimum of 5

years' middle / senior management experience in Criminal Justice environment. A valid driver's license Code B. Nyukela SMS Pre-entry certificate submitted prior to appointment. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of the Constitution of RSA, 1996, Knowledge of public service Act and regulations, PFMA, South African Police Act,1995, National Crime Prevention Strategy, 1996, KZN Commissions Act,1999, Domestic Violence Act,1998, Child Care Act,1983, Criminal Procedure Act,1977, Employment Equity Act,1998, Skills Development Act,1998, Promotion of Administrative Justice Act,2000, Promotions of Access to Information Act,2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act,1999,National Youth Development Agency Act, 2008, Civilian Secretariat for Police Service Act,2011, Fleet management, Labour Relations Act,1995, Communication and protocol, Communication skills, Project management skills Community Development, Report writing skills, Computer and Financial Management skills.

DUTIES : To provide strategic direction and coordination in the Region. Manage and promote crime prevention and partnerships. Ensure the monitoring and evaluation of police performance in the region. Ensure the development and implementation of integrated and costed Annual Police Service Delivery Plan for the Region and outreach areas. Manage the development, evaluation and review of regional community safety models, initiatives and monitoring tools. Ensure effective management of resources for the Directorate.

ENQUIRIES : Mr. N.D Mchunu Tel No: (033) 341 9300

OTHER POSTS

POST 33/132 : **ASSISTANT DIRECTOR: CRIME PREVENTION AND PARTNERSHIPS: AMAJUBA REF NO: CSL14/2026**

SALARY : R605 742 per annum (Level 10)
CENTRE : Newcastle
REQUIREMENTS : A 3-year National Diploma (NQF level 6 or higher) in Social Sciences / Police science or relevant equivalent qualification recognized by SAQA, together with a minimum of 3 years' experience in Crime Prevention and Partnerships environment. A valid driver's license. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of the Constitution, Public Service Act and Regulations, PFMA, Civilian Oversight Act, SAPS Act, Knowledge of Domestic Violence Act, Project Management, Crime Prevention Policies, Communication skills, Project management skills, Report writing skills, Computer skills, Financial Management skills, Conflict Resolution skills.

DUTIES : To promote community police relations and community safety structures. Implement safety models and initiatives for the district. Develop and maintain community policing forums, community safety forums and community crime prevention partnerships and associations. Implement community safety models and initiatives in the district. Strengthen partnership with the Civil Society Organisations in the prevention and management of crime prevention in the district. Coordinate inter-departmental partnerships to implement interventions in policing priorities.

ENQUIRIES : Ms. A. Ncapayi Tel No: (033) 341 9300

POST 33/133 : **ASSISTANT DIRECTOR: CRIME PREVENTION AND PARTNERSHIPS: ILEMBE REF NO: CSL15/2026**

SALARY : R605 742 per annum (Level 10)
CENTRE : Stanger
REQUIREMENTS : A 3-year National Diploma (NQF level 6 or higher) in Social Sciences / Police science or relevant equivalent qualification recognized by SAQA, together with a minimum of 3 years' experience in Crime Prevention and Partnerships environment. A valid driver's license. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of the Constitution, Public Service Act and Regulations, PFMA, Civilian Oversight Act, SAPS Act, Knowledge of Domestic Violence Act, Project Management, Crime Prevention Policies, Communication skills, Project management skills, Report writing skills, Computer skills, Financial Management skills, Conflict Resolution skills.

DUTIES : To promote community police relations and community safety structures. Implement safety models and initiatives for the district. Develop and maintain community policing forums, community safety forums and community crime prevention partnerships and associations. Implement community safety models and initiatives in the district. Strengthen partnership with the Civil Society Organisations in the prevention and management of crime prevention in the district. Coordinate inter-departmental partnerships to implement interventions in policing priorities.

ENQUIRIES : Ms. B.G Mbili Tel No: (033) 341 9300

POST 33/134 : **ADMINISTRATION CLERK: ASSET MANAGEMENT AND LOGISTICS REF NO: CSL16/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Pietermaritzburg
REQUIREMENTS : Senior Certificate or equivalent. Knowledge of Asset Management Framework, Treasury Regulations, Provincial SCM Practice Notes, Supply Chain Management System, Public Finance Management Act, Hardcat and BAS. Computer literate, Good inter-personal relations, Good verbal and written communication skills. Possession of a post-matric qualification in Supply Chain Management / Finance or in any other relevant field would be an added advantage.

DUTIES : To render assets and logistical support services. Develop the data base for assets. Provide advice to management on the state of assets. Provide advice on replenishment of assets. Control receiving of assets.

ENQUIRIES : Ms. N.B Jamile Tel No: (033) 341 9300

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.)

MANAGEMENT ECHELON

POST 33/135 : **CHIEF DIRECTOR REF NO: G47/2026**
Cluster: District Health Services

SALARY : R1 554 696 per annum (Level 14), (an all-inclusive salary package)
CENTRE : eThekwini Health District
REQUIREMENTS : NQF level 7) in Health; Plus degree or diploma in health management or Degree/diploma in general management. Plus A minimum of Five (5) years' experience in senior management Plus Unendorsed valid driver's license. Proof of Computer literacy with proficiency in Microsoft software applications. Additional Information: An undergraduate qualification (NQF level 7) in Clinical Health Science; Current registration with the relevant health professional body; Experience in primary health care and district health system. Post-graduate qualification in Public Health/master's in business management. Project Management. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Chief Director: District Health Services: Head Office and will be responsible to ensure and account for the delivery of integrated, effective and efficient health service at all levels of care based on the Primary Health Care approach through the District Health System within EThekwini District. The ideal candidates must: Possess a clear understanding of the challenges facing the public health sector due to poverty, resource limitations and opportunistic diseases such as TB, HIV and AIDS. Have the ability to analyse and interpret complex management data and information to inform decision-making and alignment processes timeously. Have the ability to develop innovative solutions for complex health and other service delivery management problems. Possess strong leadership to:- ensure buy-in/support of other organs of state and external stakeholders to accomplish deliverables identified in the Annual Performance Plans of the District. Provide strategic direction to Institutions. Mediate processes for the allocation of resources to Institutions. Build a highly effective and efficient health service delivery team in the District; and reason/present/negotiate the case of the District at departmental management and planning fora. Have the ability to assess and manage the performance of the District Health System and directly supervise staff. Have the ability to interact effectively and efficiently with a wide range of stakeholders. Have the ability to turn around negative audit findings in the

district to be a positive one. Possess a good Knowledge and understanding of universal health coverage. Possess a clear understanding of risk and other management processes and the application thereof to ensure that the decentralised management model of the department is performing optimally. Possess knowledge of the governance framework and legislative imperatives set for the area of operation. Be computer literate with a proficiency in MS Office Software applications.

DUTIES : Based on relevant policy imperatives, provide strategic leadership and ensure the development, implementation, monitoring and evaluation of an Annual District Health Services Delivery Plan. Account in terms of planned initiatives for the delivery of health services in Ethekwini District. Coordinate and facilitate processes to prioritise health service delivery initiatives and the allocation of concomitant resources amongst health facilities in Ethekwini District, whilst promoting service delivery equity. Monitor and evaluate health service delivery within in Ethekwini District, identify high risk areas and facilitate timeous corrective action where required. Provide transversal clinical support and other support services to Institutions. Ensure the development of an innovative and human rights sensitive cadre of health workers at all levels. Identify and address transversal health service delivery barriers that cannot be resolved at Institutional and district level and filter those requiring intervention at Provincial level. Facilitate the process of ensuring universal health access (NHI) for Ethekwini Health District. Oversee and coordinate the delivery of Emergency Medical Services (EMS) and Forensic Pathology Services (FPS) across the district. Implement good governance, transparency, and accountability practices. Drive all public health services within the district towards achieving and sustaining a clean audit. Please note that you will be responsible for all hospitals regardless of level of care Responsible for providing strategic leadership and overall management of all health services within the district. Ensure the delivery of high-quality, equitable, and patient-centred care across the district, while driving compliance, efficiency, and continuous improvement. Effectively manage and optimise all resources under your stewardship, including physical, and technological assets, to ensure efficiency, accountability, and maximum impact on service delivery. Build and maintain strong relationships with community structures, oversight bodies, NGOs, and other health sector partners. Participate in DDM, Operation Sukuma Sakhe (OSS) and other intersectoral collaborations. Ensure all public health facilities on readiness for audits, inspections, and quality assurance assessments. Promote a positive organisational culture in the district. Supervise, mentor, and develop public health teams in ensuring high performance, continuous improvement, and policy compliance.

ENQUIRIES : Mr J Mndebele Tel No: (033) 395 3274

APPLICATIONS : Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.HRJobapplication@kznhealth.gov.za
Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs
All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

FOR ATTENTION : Mr. A Memela

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must

be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/.Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview.

CLOSING DATE : 28 September 2026

POST 33/136 : **CHIEF DIRECTOR REF NO: G42/2026**
Cluster: Strategic Health Programmes

SALARY : R1 554 696 per annum, (an all-inclusive SMS salary package). (All-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).

CENTRE : Head Office: Pietermaritzburg

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Health Science or MBCHB; Plus Current registration with the relevant health professional body; Plus A minimum of five (5) years' experience at a senior managerial level managing Strategic Health Programmes. Plus Unendorsed valid Code B driver's licence (Code 08). Computer literacy in Microsoft Software applications. Additional Qualification: A post graduate qualification in Public Health Management or relevant Health Management qualification; Plus experience in Health Programme Management and District health Services Management will be an added advantage. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for an SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/.Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. 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 and integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessment to assess cognitive capabilities, behavioural preferences, emotional intelligence and integrity. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies: The incumbent of this post will report to the Deputy Director General: Clinical Support Services, and will be responsible to provide management, leadership and coordination of Strategic Health Programmes, which includes HIV/AIDS, TB, MCWH, Nutrition, Food

Services Management MMC, ACSM, Strategic Information Management and Youth, Gender and Transformation, in the Department. The ideal candidate must: Have the ability to work independently and under pressure. Be able to handle sensitive and personal information with strict confidence. Possess strong leadership and strategy execution skills. Have experience in budgeting, financial planning and analysis. Possess good understanding of HR practices and staff relations. Have high level of communication skills (written and verbal). Be computer literate with a proficiency in Microsoft Office Software applications. Have planning and organisational, project management, financial management, decision making and problem solving skills. Have an understanding of legislative prescripts governing the public service. Possess knowledge of government communication structures and principles.

DUTIES : Job Purpose: Provide Strategic capabilities and Leadership in strengthening Strategic Health Programmes through planning, setting up of governance structures, service development through programming and project management, monitoring and reporting. Oversee and manage the implementation of strategic health programmes activities, budget and policies across interrelated functions to ensure that all targets are achieved in line with the strategic plans of the Department. Develop appropriate environment for implementing medium and long term plans to mitigate the impact of HIV/AIDS and Tuberculosis pandemic, Maternal Mortality, Malnutrition and Child related, Communicable Diseases as well as Mens Health trends and identify strategies for evaluation of services. Ensure development and implementation of effective communications strategies and reliable information systems for the benefit of the Department. Identify and address transversal health service delivery barriers that need intervention from beyond strategic health programmes. Co-ordinate the multi-sectoral responses for the HIV, TB and STIs in line with the Provincial HIV, TB and STI plan. Co-ordinate the support, resource acquisition and distribution from all Donor funded Support Partners including signing of MOUs between the KZN Department of Health and Partners. Liase with all relevant stakeholders. Including Operation Sukuma Sakhe (OSS) and Development Model (DDM) partakers with a view to finding innovative solutions for identified policy barriers in SHP. Provide Strategic leadership to Provincial Teams and District Teams in the Development, Implementation monitoring and reporting on the HIV and TB Conditional Grant Business Plan in line with the Conditional Grant Framework and DORA indicators. Ensure the effective, efficient and economical management of allocated resources of SHP component.

ENQUIRIES : Dr TD Moji Tel No: (033) 395 2816

APPLICATIONS : Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.JobApplication@kznhealth.gov.za. NB//The subject of your e-mail must be the post name that you are applying for.

Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centre's (DOACS) at www.kznonline.gov.za/kznjobs

All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

FOR ATTENTION : Miss L Mthalane

NOTE : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign

qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE : 30 September 2026

POST 33/137 : **DISTRICT DIRECTOR REF NO: G48/2026**
Cluster: District Health Services

SALARY : R1 317 384 per annum (Level 13), (an all-inclusive salary package)
CENTRE : Uthukela Health District
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Health; Plus degree or diploma in health management or Degree/diploma in general management. Plus A minimum of Five (5) years at a middle/senior managerial level in Public Health Care environment Plus Unendorsed valid driver's license. Computer literacy with proficiency in Microsoft software applications. Additional Information: An undergraduate qualification (NQF level 7) in Clinical Health Science; Current registration with the relevant health professional body; Experience in primary health care and district health system. Post-graduate qualification in Public Health / Master in Business Management. Project Management. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Chief Director: District Health Services: Head Office and will be responsible to ensure and account for the delivery of integrated, effective and efficient health service at all levels of care based on the Primary Health Care approach through the District Health System within UThukela District (whichever is relevant). The ideal candidates must: Possess a clear understanding of the challenges facing the public health sector due to poverty, resource limitations and opportunistic diseases such as TB, HIV and AIDS. Have the ability to analyse and interpret complex management data and information to inform decision-making and alignment processes timeously. Have the ability to develop innovative solutions for complex health and other service delivery management problems. Possess strong leadership to: ensure buy-in/support of other organs of state and external stakeholders to accomplish deliverables identified in the Annual Performance Plans of the District. Provide strategic direction to Institutions. Mediate processes for the allocation of resources to Institutions. Build a highly effective and efficient health service delivery team in the District; and reason/present/negotiate the case of the District at departmental management and planning fora. Have the ability to assess and manage the performance of the District Health System and directly supervise staff. Have the ability to interact effectively and efficiently with a wide range of stakeholders. Have the ability to turn around negative audit findings in the district to be a positive one. Possess a good Knowledge and understanding of universal health coverage Possess a clear understanding of risk and other management processes and the application thereof to ensure that the decentralised management model of the department is performing optimally. Possess knowledge of the governance framework and legislative imperatives set for the area of operation. Be computer literate with a proficiency in MS Office Software applications.

DUTIES : Based on relevant policy imperatives, provide strategic leadership and ensure the development, implementation, monitoring and evaluation of an Annual District Health Services Delivery Plan. Account in terms of planned initiatives for the delivery of health services in the District. Coordinate and facilitate processes to prioritise health service delivery initiatives and the allocation of concomitant resources amongst health facilities in the District, whilst promoting service delivery equity. Monitor and evaluate health service delivery within the District, identify high risk areas and facilitate timeous corrective action where required. Provide transversal clinical support and other support services to Institutions. Ensure the development of an innovative and human rights sensitive cadre of health workers at all levels. Identify and address transversal health service delivery barriers that cannot be resolved at Institutional and district level and filter those requiring intervention at Provincial level. Facilitate the process of ensuring universal health access (NHI) for UThukela Health District. Oversee and coordinate the delivery of Emergency Medical Services

(EMS) and Forensic Pathology Services (FPS) across the district. Implement good governance, transparency, and accountability practices. Drive all public health services within the district towards achieving and sustaining a clean audit. Responsible for providing strategic leadership and overall management of all health services within the district. Ensure the delivery of high-quality, equitable, and patient-centred care across the district, while driving compliance, efficiency, and continuous improvement. Effectively manage and optimise all resources under your stewardship, including physical, and technological assets, to ensure efficiency, accountability, and maximum impact on service delivery. Build and maintain strong relationships with community structures, oversight bodies, NGOs, and other health sector partners. Participate in DDM, Operation Sukuma Sakhe (OSS) and other intersectoral collaborations. Ensure all public health facilities on readiness for audits, inspections, and quality assurance assessments. Promote a positive organisational culture in the district. Supervise, mentor, and develop public health teams in ensuring high performance, continuous improvement, and policy compliance.

ENQUIRIES : Mr J Mndebele Tel No: (033) 395 3274

APPLICATIONS : Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.HRJobapplication@kznhealth.gov.za Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs
All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services, KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 R Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower

FOR ATTENTION : Mr. A Memela

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/.Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. NB: All shortlisted candidates will be required to submit proof of work

experience endorsed and stamped by employer/s prior to the date of the interview.

CLOSING DATE : 28 September 2026

POST 33/138 : **DIRECTOR REF NO: G49/2026**
Cluster: District Health Services

SALARY : R1 317 384 per annum (Level 13), (an all-inclusive salary package)
CENTRE : eThekwini Health District North-West Service Area
REQUIREMENTS : An Undergraduate qualification (NQF Level 7) in Health; Plus degree or diploma in health management or Degree/Diploma in general management. Plus A minimum of five (5) years' experience at a middle/senior managerial level in Public Health Care environment Plus Unendorsed valid driver's license. Computer literacy with proficiency in Microsoft software applications. Additional Information: An undergraduate qualification (NQF level 7) in Clinical Health Science; Current registration with the relevant health professional body; Experience in primary health care and district health system. Post-graduate qualification in Public Health / Master in Business Management. Project Management. The incumbent of this post will report to the Chief Director: Ethekwini District Office: and will be responsible to ensure and account for the delivery of integrated, effective and efficient health service at all levels of care based on the Primary Health Care approach through the District Health System within Ethekwini District. The ideal candidates must: Possess a clear understanding of the challenges facing the public health sector due to poverty, resource limitations and opportunistic diseases such as TB, HIV and AIDS. Have the ability to analyse and interpret complex management data and information to inform decision-making and alignment processes timeously. Have the ability to develop innovative solutions for complex health and other service delivery management problems. Possess strong leadership to: ensure buy-in/support of other organs of state and external stakeholders to accomplish deliverables identified in the Annual Performance Plans of the District. Provide strategic direction to Institutions. Mediate processes for the allocation of resources to Institutions. Build a highly effective and efficient health service delivery team in the District; and reason/present/negotiate the case of the district at departmental management and planning fora. Have the ability to assess and manage the performance of the District Health System and directly supervise staff. Have the ability to interact effectively and efficiently with a wide range of stakeholders. Have the ability to turn around negative audit findings in the district to be a positive one. Possess a good Knowledge and understanding of universal health coverage Possess a clear understanding of risk and other management processes and the application thereof to ensure that the decentralised management model of the department is performing optimally. Possess knowledge of the governance framework and legislative imperatives set for the area of operation. Be computer literate with a proficiency in MS Office Software applications.

DUTIES : Based on relevant policy imperatives, provide strategic leadership and ensure the development, implementation, monitoring and evaluation of an Annual District Health Services Delivery Plan. Account in terms of planned initiatives for the delivery of health services in the District. Coordinate and facilitate processes to prioritise health service delivery initiatives and the allocation of concomitant resources amongst health facilities in the District, whilst promoting service delivery equity. Monitor and evaluate health service delivery within the District, identify high risk areas and facilitate timeous corrective action where required. Provide transversal clinical support and other support services to Institutions. Ensure the development of an innovative and human rights sensitive cadre of health workers at all levels. Identify and address transversal health service delivery barriers that cannot be resolved at Institutional and district level and filter those requiring intervention for Chief Director Ethekwini District. Facilitate the process of ensuring universal health access (NHI) for Ethekwini Health District. NB//: The incumbent of this post will be required to possess the following skills: Innovation, Coordination, Human resources management, Risk Management, Monitoring and Evaluation and Financial Management skills.

ENQUIRIES : Mr J Mndebele Tel No: (033) 395 3274
APPLICATIONS : Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.HRJobapplication@kznhealth.gov.za

Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs
All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

FOR ATTENTION : Mr. A Memela

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/.Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview.

CLOSING DATE : 28 September 2026

POST 33/139 : **CHIEF EXECUTIVE OFFICER REF NO: G46/2026**
Cluster: Hospital Management Services

SALARY : R1 317 384 - R1 551 807 per annum (Level 13), (an all-inclusive salary package)

CENTRE : Ladysmith Regional Hospital

REQUIREMENTS : An undergraduate qualification (NQF level 7) in a clinical related field, with a valid registration with the relevant professional body, A post graduate degree/ diploma in management. 5 years of experience at senior managerial level. Unendorsed valid Code B driver's licence (Code 08). Additional Information: Management experience at a Regional/Tertiary Hospital will be an added advantage. Knowledge, Skills, Training and Competencies Required: - Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: - Strategic capability and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies: - Service delivery innovation,

knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES : Job Purpose To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facilities Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to for infrastructure planning and timeous maintenance of facilities and its equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board and other relevant oversight committees/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non- clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

ENQUIRIES : Mrs RT Dube Tel No: (033) 940 2499

APPLICATIONS : Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.HRJobapplication@kznhealth.gov.za
Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs
All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

FOR ATTENTION : Mr. A Memela

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must

be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/.Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview.

CLOSING DATE : 30 September 2026

OTHER POSTS

POST 33/140 : **HEAD CLINICAL DEPARTMENT REF NO: HCDMEDCARDIO//01/2026**
Department: Cardiology (Adult)

SALARY : R2 704 842 per annum, (all-inclusive salary package), (excluding commuted overtime)

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Registration with the Health Professional Council of South Africa as a Specialist Physician and Sub-specialist Cardiologist. FP(SA) and Cert Cardio (SA) / MMed or equivalent and/or a PhD and/or an established and demonstrated record of research experience (5 or more publications in peer reviewed journals) and /or evidence of supervision of registrars /fellows (3 or more candidates) A minimum of seven (7) years' experience after registration with the HPCSA as a Cardiologist must include experience in clinical management as a clinical head of unit; Additional Qualification: Evidence of quality teaching and learning practice. Evidence of management and administrative skills. Computer literacy and A valid driver' s licence. Knowledge, Skills, Training And Competence Required: Clinical, procedural and training skills. Counselling and conflict resolution skills. Leadership, administration, management skills, programme planning, strategic planning supported by evidence of experience in these areas. Assessment of patients within his/her field of expertise. Ability to communicate at a higher level. Ability to network with management at all levels within the Provincial structures. Knowledge and an understanding of the Public Finance Management Act and its implications for departmental budgeting. Knowledge and an understanding of the Postgraduate Education regulations and requirements as determined by the Health Professions Council of South Africa, the College of Physicians and Cardiologists of South Africa and the University of KwaZulu-Natal. A high level of knowledge of the field of Cardiology including interventional cardiology and electrophysiology.

DUTIES : On the clinical side, incumbents will manage clinical services in an extended area of the province, which promotes the provision of clinical services for Region 1 and beyond the major metropolitan centres. The incumbent would be expected to apportion their time and energy appropriately between the major centres to develop the teaching/service platform (Durban, Pietermaritzburg, Empangeni, Stanger and Port Shepstone). The incumbent will also develop research initiatives, which focus on the enhancement of service delivery in the context of the burden of cardiac disease. The incumbent should also ensure that clinical service in Region 1 are co-ordinated and these are in line with the teaching platform of the University of Kwa-Zulu Natal. Through this, we will

increase equity of service delivery, and enhance the development of our decentralised training platform in line with the needs arising from the National Development Plan. Involvement in relevant administration structures of the Department of Medicine, UKZN in coordination with the Academic Head of Department. Contribute to the co-ordination of specialist services ensuring the development and the implementation of policies and clinical protocols that will impact positively on the clinical outcomes, access to services and devolving services to distant; the monitoring and evaluation of adverse events and ensuring the implementation of plans to address these events; mortality and morbidity reviews are conducted within the institution and other hospitals in the catchment areas; cost effective approaches to clinical care. Undertake postgraduate and relevant undergraduate training, teaching and examinations in the field of Cardiology. Coordinate services and teaching with the Heads of units at the Regional hospitals in Region 1 Ensure that the environment complies with the Health and Safety Act, that staff adhere to the safety precautions and that staff welfare is maintained to attain optimal performance. Develop outreach programmes to the relevant regional hospitals in Region 1 in line with the KZN Department of Health's Outreach Programme. Develop audit tool to assess the Outreach Programme of the department and report these to Academic Head of Department of Paediatrics and Child Health.

ENQUIRIES : Professor TC Hardcastle Tel No: (031) 240 100, Ext 2389

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or to applications@ialch.co.za

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short-listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. 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 : 28 September 2026

POST 33/141 : **HEAD CLINICAL DEPARTMENT REF NO: HCDSPECSURG//01/2026**
Department: Specialised surgery

SALARY : R2 704 842 per annum, all-inclusive salary package, (excluding commuted overtime)

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Registration with the Health Professional Council of South Africa as a Specialist Surgeon / MMed, and/or FCS (SA) or equivalent, and registration in the Sub-specialist category of Gastroenterological Surgery (Cert Gastroenterology (SA)

Surg and a demonstrated record of research experience (5 or more publications in peer reviewed journals) and /or evidence of supervision of registrars /fellows (3 or more candidates)A minimum of seven (7) years' experience after registration with the HPCSA as a Specialist Surgeon and Sub-specialist GI Surgery must include experience in clinical management as a clinical head of unit or equivalent. Additional Qualification: A PhD or equivalent. Evidence of quality teaching and learning practice. Evidence of management and administrative skills. Computer literacy AND A valid driver' s licence. Knowledge. Skills. Training and Competence Required: Clinical, procedural and training skills. Counselling and conflict resolution skills. Leadership, administration, management skills, programme planning, strategic planning supported by evidence of experience in these areas. Assessment of patients within his/her field of expertise. Ability to communicate at a higher level. Ability to network with management at all levels within the Provincial structures. Knowledge and an understanding of the Public Finance Management Act and its implications for departmental budgeting. Knowledge and an understanding of the Postgraduate Education regulations and requirements as determined by the Health Professions Council of South Africa, the College of Surgeons of South Africa and the University of KwaZulu-Natal. A high level of knowledge of the field of hepatic, colorectal or pancreatic surgery.

DUTIES : On the clinical side, incumbents will manage clinical services in an extended area of the province, which promotes the provision of clinical services for Region 1 and beyond the major metropolitan centres. The incumbent would be expected to apportion their time and energy appropriately between the major centres to develop the teaching/service platform (Durban, Pietermaritzburg, Empangeni, Stanger and Port Shepstone) for surgery. The incumbent will also develop research initiatives, which focus on the enhancement of service delivery in the context of the burden of surgical and related gastroenterological disease. The incumbent should also ensure that clinical services in Region 1 are co-ordinated and these are in line with the teaching platform of the University of Kwa-Zulu Natal. Through this, we will increase equity of service delivery, and enhance the development of our decentralised training platform in line with the needs arising from the National Development Plan. Involvement in relevant administration structures of the School of Medicine, UKZN in coordination with the HoD Surgery and the Dean. Contribute to the co-ordination of specialist services ensuring the development and the implementation of policies and clinical protocols that will impact positively on the clinical outcomes, access to services and devolving services to distant ; the monitoring and evaluation of adverse events and ensuring the implementation of plans to address these events; mortality and morbidity reviews are conducted within the institution and other hospitals in the catchment areas; cost effective approaches to clinical care. Undertake postgraduate and relevant undergraduate training, teaching and examinations in the field of Specialised Surgery. Coordinate services and teaching with the Heads of units at the Regional hospitals in Region 1. Ensure that the environment complies with the Health and Safety Act, that staff adhere to the safety precautions and that staff welfare is maintained to attain optimal performance. Develop outreach programmes to the relevant regional hospitals in Region 1 in line with the KZN Department of Health's Outreach Programme. Develop audit tool to assess the Outreach Programme of the department and report these to Academic Head of Department of Surgery and the CEO's office.

ENQUIRIES : Professor TC Hardcastle Tel No: (031) 240 100, Ext. 2389

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or to applications@ialch.co.za

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref

APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. 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 : 28 September 2026

POST 33/142 : **HEAD CLINICAL DEPARTMENT REF NO: HCD CTS01/2026 (X1 POST)**
Department: Cardiothoracic Surgery

SALARY : Grade 1: R2 704 842 per annum, (all-inclusive salary package), excluding commuted overtime.

CENTRE : Inkosi Albert Luthuli Central Hospital (IALCH)

REQUIREMENTS : MBChB Degree or equivalent qualifications. Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Cardiothoracic Surgery and current registration. Minimum 7 years' post-registration experience as a specialist Cardiothoracic Surgeon. Additional qualifications: PHD will be an added advantage. MMed (Cardiothoracic) or equivalent higher degree FC Cardio (SA). Experience in a tertiary/quaternary academic setting. Experience in clinical governance, service development, and academic leadership. Knowledge, Skills and Competencies: Expertise in the management of acute and chronic cardiac surgical and thoracic surgical conditions including emergencies and trauma. Knowledge of national and international demography, current health and public service legislation, regulation and policy, including medical ethics, epidemiology, and statistics. Strong clinical decision-making, communication, and interpersonal skills. Experience in multidisciplinary teamwork, clinical training and functioning in a quaternary hospital. Ability to teach, supervise, and mentor trainees, junior staff and allied staff. Knowledge of research principles with ability to drive academic output. Leadership, administrative, and conflict resolution skills.

DUTIES : Lead and manage the Clinical Unit as delegated by the CEO and Medical School Dean in the following areas: Ensure high standards of clinical care, ethics, and governance. Oversee unit administration, staff performance, and service delivery. Provide specialist clinical services, including outpatient care, consultations and emergencies. Participate in after-hours consultant cover. Lead training of undergraduate and postgraduate students and allied health staff. Develop and implement clinical protocols in association with other surgical disciplines. Support clinical audit and quality assurance programmes. Promote outreach and strengthen regional cardiothoracic surgical services at secondary and tertiary level hospitals. Ensure efficient and cost-effective use of resources. Collaborate with UKZN, CMSA, health system partners and other thoracic surgical units at provincial, national and international levels. Promote and support research and academic development as delegated by the CEO aligned with the policies of UKZN and the College of Cardiothoracic Surgeons.

ENQUIRIES : Professor TC Hardcastle Tel No: (031) 240100, Ext. 2389

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or to applications@ialch.co.za

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short-listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. 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 : 28 September 2026

POST 33/143 : **HEAD OF CLINICAL UNIT GRADE1 AND 2 REF NO: DPKISMH 19/2026 (X1 POST)**
Component: Anasthetics

SALARY : Grade 1: R2 168 145 – R2 301 186 per annum, (all-inclusive salary package)
Grade 2: R2 370 74 – R2 592 273 per annum, (all-inclusive salary package)
(All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.) Other Benefit (S): Compulsory Commuted Overtime & Medical Aid (Optional)

CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital

REQUIREMENTS : **Grade 1**: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Anaesthetics plus 7 years' experience. **Grade 2:** Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Anaesthetics plus 9 years' experience. Senior Certificate / Grade 12. Appropriate tertiary qualification in Health Sciences (MBChB or equivalent). Appropriate postgraduate qualification in Anaesthetics, e.g. FCA (SA), MMed Anaesthetics or equivalent qualification. Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthetics. Current registration with the HPCSA. Appropriate experience as a Medical Specialist in Anaesthetics, in accordance with the applicable grade and public service requirements. Proof of current and previous experience endorsed by the Human Resource Department. A valid driver's licence would be an advantage. Commuted overtime participation where applicable and in accordance with service-delivery requirements. Knowledge of the relevant legislations, Policies and Standard operating procedures. Knowledge, Skills, Training and Competence Required: Sound knowledge and clinical expertise in Anaesthesia and Perioperative Medicine, including the assessment and management of patients requiring anaesthesia for elective and emergency procedures. Competence in the provision of safe general, regional and appropriate anaesthetic techniques, including airway management, resuscitation and perioperative patient care. Competence in the assessment and management of critically ill and high-risk patients and the ability to provide appropriate anaesthetic support in emergency and critical care situations. Sound knowledge of anaesthetic drugs, equipment, monitoring systems, patient safety principles and relevant clinical guidelines and protocols. Strong clinical decision-making, analytical, problem-solving and prioritisation skills, particularly in emergency, high-risk and high-volume clinical environments.

Excellent written and verbal communication skills, with the ability to communicate effectively with patients, families, clinicians and members of the multidisciplinary healthcare team. Good leadership, supervisory, mentoring and team-management skills, with the ability to lead and support the Anaesthesia clinical team. Ability to coordinate and manage the provision of anaesthetic services and ensure effective utilisation of available human and material resources. Ability to work effectively within multidisciplinary teams, including Surgery, Emergency Department, Obstetrics and Gynaecology, Orthopaedics, Critical Care and other relevant clinical services. Computer literacy and ability to utilise relevant electronic clinical information systems. Ability to participate in clinical governance, quality assurance, clinical audits, morbidity and mortality reviews, incident reporting, risk management and quality-improvement initiatives. Ability to provide teaching, training, supervision and mentorship to Medical Officers, Registrars, interns, students and other healthcare professionals. Ability to contribute to undergraduate and postgraduate teaching, research, continuing professional development and service improvement. Ability to manage workload effectively and function independently and under pressure, including participation in after-hours, weekend and public holiday services. Ability to develop, implement and monitor clinical protocols, standard operating procedures and quality standards within the Anaesthesia service. Commitment to providing safe, ethical, patient-centred and evidence-based anaesthetic and perioperative services.

DUTIES : Provide and oversee comprehensive, safe and quality anaesthetic and perioperative services to patients undergoing elective and emergency procedures. Ensure appropriate pre-operative assessment, intra-operative anaesthetic management and post-operative care of patients, including high-risk and critically ill patients. Provide specialist clinical leadership and ensure effective coordination and functioning of the Anaesthesia clinical unit. Participate in emergency, after-hours, weekend and public holiday anaesthetic services as required by the institution. Ensure appropriate management of airway emergencies, resuscitation and other anaesthetic-related emergencies. Promote adherence to clinical guidelines, anaesthetic protocols, patient safety standards and relevant professional and institutional policies. Participate in clinical governance activities, including clinical audits, morbidity and mortality reviews, quality assurance, risk management, incident reporting and implementation of quality-improvement initiatives. Monitor and improve the quality, efficiency and turnaround time of anaesthetic services in support of theatre and emergency service delivery. Promote effective multidisciplinary collaboration with surgical, obstetric, orthopaedic, emergency, critical care and other clinical services. Provide teaching, training, supervision and mentorship to Registrars, Medical Officers, interns, students and other healthcare professionals. Participate in undergraduate and postgraduate teaching, continuing professional development, academic activities and research. Develop, implement, review and monitor departmental policies, guidelines, protocols and standard operating procedures. Ensure appropriate utilisation, availability and maintenance of anaesthetic equipment, medicines, consumables and other departmental resources. Participate in service planning, monitoring and evaluation and identify areas requiring improvement in the provision of anaesthetic services. Contribute to the development of critical care, resuscitation and perioperative services in accordance with the level of care provided by the institution. Participate in outreach and support services to referring facilities, where required. Ensure accurate clinical documentation, record keeping and reporting within the Anaesthesia service. Participate in departmental, institutional and relevant clinical governance meetings and committees. Manage and utilise human, financial, equipment and other resources responsibly and contribute to the identification of service and infrastructure needs. Maintain professional competence and comply with the requirements of the Health Professions Council of South Africa and relevant Department of Health policies, legislation and regulations. Perform administrative and other duties as delegated by the relevant supervisor.

ENQUIRIES : Dr HA Hlela: Senior Manager: Medical Services Tel No: (031) 530 1423

APPLICATIONS : Directives To Candidates: Applications to be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za or Couriered To: 310 Bhejane Street (Hospital Gate Number 2) Kwamashu, 4360

FOR ATTENTION : Deputy Director: HRM

NOTE : This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department." The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV. Only shortlisted candidates will be required to submit proof of current/previous work experience endorsed and stamped by Human Resource Department & other required documents. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 07/2026. NB: Failure to comply with the above instruction 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. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 30 September 2026.

POST 33/144 : **HEAD CLINICAL UNIT (INTERNAL MEDICINE) REF NO: MAD 21/2026 (X1 POST)**

SALARY : Grade 1: R2 168 145 – R2 301 186 per annum
Grade 2: R2 370 741 – R2 592 273 per annum
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS : An appropriate qualification in the appropriate Health Science (MBCHB). PLUS, Current registration with the Health Professionals Council of South Africa as a Specialist in the category of Internal Medicine. Plus At least Five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a medical specialist in the category of Internal Medicine. Knowledge, Skills and competencies required. Knowledge of appropriate specialist procedures and protocols within the field of expertise. Knowledge of legislative prescripts governing the public service. Human resources management, financial management and general administrative skills. Control of budget, monitoring expenditure and project management. Computer literacy in MS Outlook, Excel, Word and PowerPoint. Report writing, presentation and teaching skills. Strategic capability and leadership skills. Problem solving, project management and change management. Concerns for excellency, courtesy and interpersonal skills. Awareness of cross-cultural differences.

DUTIES : Render efficient and cost-effective internal medicine services to patients managed by Madadeni Hospital and its drainage sites. Strengthen and ensure continuous clinical governance for internal medicine services within the area of jurisdiction. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment). Deliver effective and efficient administration of the Internal Medicine Department. Plan and partake in the training of staff including Nurses, Clinical Support Personnel, Medical Officers, Interns and undergraduate Medical Students and also support relevant clinical research, clinical trials and CPD activities. Develop regional services within the field of Internal Medicine and improve the functioning of renal services. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct out-patient specialist clinics and in-patient and provide expert opinion where required. Ensure provisioning of a 24-hour service in Internal Medicine. Provide vision, strategic direction and inspire employees to deliver excellent, quality health services. Manage the performance of allocated human resources. Ensure that

working environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff is aware and adhere to protocols. Compile medium- and long-term expenditure framework and implement fiscal control measures on an ongoing basis. Provide measures and guidance on quality assurance to comply with set quality standards. Generate reports, plans, presentations, and perform other administrative duties attached to this position. Strengthen partnership with relevant stakeholders i.e. Tertiary hospitals i.e. Greys, IALCH, Referral Hospitals, Community members, etc. Liaison with the relevant Chief Specialist regarding service development. Improve management of referrals. Maintain clinical, professional and ethical standards. Manage EPMDS of the Internal Medicine department.

ENQUIRIES : Dr. X.F Nene Tel No: (034) 328 8007

APPLICATIONS : All applications can be submitted through hand delivery /courier to: The HR Recruitment Office no:3, Madadeni Hospital, f0001, section 6, Madadeni, 2951 Applications can also be emailed to: sibongiseni.kheswa@kznhealth.gov.za

FOR ATTENTION : The Recruitment Officer

NOTE : 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. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. 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 reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 02 October 2026

POST 33/145 : **HEAD CLINICAL UNIT – PAEDIATRICS PULMONOLOGY/ICU REF NO: HCU PAEDSPULM/1/2026**
Department: Paediatrics Pulmonology/ICU

SALARY : Grade 1: R2 168 145 per annum, (all-inclusive salary package), (excluding commuted overtime).

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Degree in medicine MBCHB. Registered Paediatrician, Certificate in subspecialties (Paediatric Pulmonology). Current Registration Health Professions Council of South Africa (HPCSA), registration certificate with the HPCSA as a Medical Specialist or Subspecialist in Pulmonology plus 5 years' experience after registration. Knowledge, Skills, Training and Competencies Required: The incumbent would need to serve at a high level of leadership. Provide vision in developing the service in paediatric critical care and/or pulmonology.

DUTIES : Administration in Paediatric Pulmonology – providing annual audits and/or administration in Paediatric Critical Care (Paediatric intensive and high care) providing annual audits. Undertake ward rounds in the paediatric intensivist care, high care and/or pulmonology. Pulmonology: Bronchoscopy – flexible and rigid, lung function testing analysis, evaluation of advanced pulmonology

investigations mandatory. Skills to function in ICU environment viz insertion of invasive monitoring devices and treatment in critical ill children. Consultation for referrals of children with critical illness and/or lung disease. Calls in the PICU and pulmonology simultaneously. Clinics in either Pulmonology or post PICU/HCU patient. Training of fellows in subspecialty training. Teaching of undergraduate medical students. Training post graduate students (registrars/medical officer) in child health. Expected to undertake outreach at tertiary/regional hospitals. Community engagement. Involved in clinical governance and quality improvement plan. Monitoring of commuted overtime forms of consultant's activities within pulmonology and critical care.

ENQUIRIES : Professor TC Hardcastle Tel No: (031) 240100, Ext. 2389

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or to applications@ialch.co.za

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. 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 : 28 September 2026

POST 33/146 : **HEAD CLINICAL UNIT REF NO: HCU NEUROSURG/1/2026 (X1 POST)**
Department: Neurosurgery

SALARY : Grade 1: R2 168 145 per annum, (all-inclusive salary package), excluding commuted overtime.

CENTRE : Inkosi Albert Luthuli Central Hospital (IALCH)

REQUIREMENTS : MBChB Degree or equivalent qualifications. Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Neurosurgery and current registration as a Medical Specialist in Neurosurgery with the HPCSA. Minimum 5 years' post-registration experience as a specialist Neurologist. Additional qualifications: Mmed or equivalent higher degree. Experience in Paediatric Neurosurgery. Experience in a tertiary/quaternary academic setting. Experience in clinical governance and service development. Knowledge, Skills and Competencies: Expertise in the management of Paediatric Neurosurgery conditions. Knowledge of national and international demography, current health and public service legislation, regulation and policy, including medical ethics, epidemiology, and statistics. Strong clinical decision-making, communication, and interpersonal skills. Experience in multidisciplinary teamwork, clinical training and functioning in a quaternary

hospital. Ability to teach, supervise, and mentor trainees, junior staff and allied staff. Knowledge of research principles with ability to drive academic output. Leadership, administrative, and conflict resolution skills.

DUTIES : Lead and manage the Paediatric Neurosurgery Clinical Unit as delegated by the Head Clinical Department of Neurosurgery in the following areas: Ensure high standards of clinical care, ethics, and governance. Oversee unit administration, staff performance, and service delivery. Provide specialist clinical services, including outpatient care, consultations and neurosurgical emergencies. Participate in after-hours consultant cover. Lead training of undergraduate and postgraduate students and allied health staff. Develop and implement clinical protocols as pertaining to paediatric neurosurgery conditions and other neurosurgical-related conditions. Support clinical audit and quality assurance programmes. Promote outreach and strengthen regional paediatric neurosurgery services at secondary and tertiary level hospitals. Ensure efficient and cost-effective use of resources. Promote and support research and academic development as delegated by the Head Clinical Department aligned with the policies of UKZN.

ENQUIRIES : Dr Basil Enicker Tel No: (031) 2401134

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or to applications@ialch.co.za

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. 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 : 28 September 2026

POST 33/147 : **MEDICAL SPECIALIST: PAEDIATRIC REF NO: MED SPEC PAEDS/1/2026 (X1 POST)**
Department: Paediatric Medical (Critical care and high care)

SALARY : Grade 1: R1 395 528 per annum, (all-inclusive salary package), (excluding commuted overtime).
Grade 2: R1 592 274 per annum, (all-inclusive salary package), (excluding commuted overtime).
Grade 3: R1 844 151 per annum, (all-inclusive salary package), (excluding commuted overtime).

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS	:	MB; ChB Degree Current registration as a Specialist in Paediatrics with the Health Professions Council of South Africa (HPCSA). Registration Certificate as a Specialist in Paediatrics with HPCSA Additional Qualification: Experience in critical care will be an advantage Experience: **Grade 1** No Experience required. **Grade 2**: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). **Grade 3**: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics) Knowledge, Skills, training and Competencies required: Broad knowledge of working in general Paediatrics and Ethics. Good communication and supervisory skills. Appropriate specialist assessment, diagnosis and management of patients. Familiarity with procedures and management protocols within the subspecialty of Paediatric critical care. Working with multi-disciplinary teams. Supervision and teaching of undergraduates and post-graduates. Behavioural attributes: Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.
DUTIES	:	Required to train in paediatric critical care Undertake ward rounds in the paediatric intensive care, high care and wards Consultation for referrals of children with critical illness. Calls in the paediatric service Clinics in post PICU/HCU patient. Training of fellows in subspecialty training. Teaching of undergraduate medical students. Training postgraduate students (registrars/medical officer) in paediatrics. Expected to undertake outreach at tertiary/regional hospitals. Community engagement. Involved in clinical governance and quality improvement plan.
ENQUIRIES	:	Dr. Ebrahim G.M. Hoosen Tel No: (031) 240 1476
APPLICATIONS	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or to applications@ialch.co.za
NOTE	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. 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	:	28 September 2026

POST 33/148	:	**MEDICAL SPECIALIST: OBSTETRICS AND GYNAECOLOGY AND REPRODUCTIVE MEDICINE (INFERTILITY SPECIALIST) REF NO: MEDSPEC O&G (REPRO)/1/2026** Department: Obstetrics and Gynaecology
SALARY	:	Grade 1: R1 395 528 per annum, (all-inclusive salary package), (excluding commuted overtime) Grade 2: R1 592 274 per annum, (all-inclusive salary package), (excluding commuted overtime) Grade 3: R1 844 151 per annum, (all-inclusive salary package), (excluding commuted overtime)
CENTRE	:	Inkosi Albert Luthuli Central Hospital (IALCH) and rotations through the Durban Metropolitan Complex of hospitals as delegated by the Head of Department (outreach)
REQUIREMENTS	:	MB; ChB Degree; Medical Specialist qualification in Obstetrics and Gynecology. Current registration as a Specialist in Obstetrics and Gynaecology. Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Additional Qualification: Certification with HPCSA as a reproductive Medicine specialist NB: Candidates with no Certificate but with proven interest and experience in Reproductive health will be considered if no suitable candidate is found. Experience: **Grade 1**: No experience required. **Grade 2**: Five (5) years but less than ten (10) years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist- Obstetrics and Gynaecology. **Grade 3**: Ten (10) years and above appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist Obstetrics and Gynaecology. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge and experience in Obstetrics and Gyn ecology. Knowledge of current Health and Public Service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills.
DUTIES	:	Management of clinical services as delegated. Outpatient and inpatient clinical responsibilities with after-hour participation in IALCH (within the sub-discipline and other Obs and Gynae services) as per the departmental call roster. Develop and grow the clinical platform for management of patients with reproductive challenges. Participate in the development and on-going provision of under- and post- graduate health personnel teaching as per the academic program of the department. Participate in the Quality Improvement Programmes of the Department. Maintain clinical, professional and ethical standards. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the Department. Be involved in community-orientated programmes (outreach) including the provision of expert advice and services to all health facilities within the province as delegated. Please note: This is a service post, and is not necessarily linked to being trained as a subspecialist in the sub-discipline - the latter requires separate application when the training position is available
ENQUIRIES	:	Prof Sebitloane Tel No: (031) 260 4390 / ngubaneg3@ukzn.ac.za
APPLICATIONS	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or to applications@ialch.co.za
NOTE	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in

the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. 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 : 28 September 2026

POST 33/149 : **MEDICAL SPECIALIST ONCOLOGY REF NO: MEDSPEC ONCO/1/2026 (X2 POSTS)**
Department: Radiation Oncology

SALARY : Grade 1: R1 395 528 per annum, (all-inclusive salary package), (excluding commuted overtime)
Grade 2: R1 592 274 per annum, (all-inclusive salary package), (excluding commuted overtime)
Grade 3: R1 844 151 per annum, (all-inclusive salary package), (excluding commuted overtime)

CENTRE : Inkosi Albert Luthuli Central Hospital (IALCH)

REQUIREMENTS : MBChB or equivalent. Registration Certificate as a Specialist: Radiotherapy Oncologist with the HPCSA and Current Registration Card with HPCSA. Experience: **Grade 1:** Experience Not applicable. Candidates who have completed the FC Rad Onc Part II exams and are awaiting results are welcome to apply. Appointment can only occur once specialist registration is available. **Grade 2**: Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist in Radiation Oncology. **Grade 3**: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Specialist in Radiation Oncology. Additional Qualifications: Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with Health Professional Council of South Africa as a Specialist in Radiation Oncology. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge within the discipline of medical and radiation oncology. Ability to deal with all oncological emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage adult patients with solid organ malignancies and selected lymphomas. Competent in the radiotherapy management of paediatric malignancies.

DUTIES : Provision of holistic care for oncology patients in the Ethekweni Oncology complex including Addington and Inkosi Albert Luthuli Hospitals as well as outreach services to Ngwelezane/Queen Nandi Hospital as required by the department. Maintain medical records, including on an electronic platform. Participate in the Quality Improvement Programmes of the Department/Hospital. Maintain clinical, professional and ethical standards. Be involved in community-orientated/outreach programmes including the provision of expert advice and services to all health facilities within the province as delegated by head of department and the needs of the Province. Participation in provision of postgraduate health personnel teaching, including registrar teaching. Attend and participate in departmental academic sessions and meetings for part 1 and part 2 registrars as well as medical officers. The successful applicant will be required to perform after hour duties and be part of a multi-disciplinary team when deemed necessary. Participate in Clinical Governance.

ENQUIRIES : Prof. Abba Mallum Tel No: (031) 240 1920

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or to applications@ialch.co.za

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website

www.kznhealth.gov.za. 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. 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 : 28 September 2026

POST 33/150 : **MEDICAL SPECIALIST: TRAUMA AND BURNS REF NO: MEDSPECT&B/1/2026 (X1 POST)**
Department: Trauma and Burns

SALARY : Grade 1: R1 395 528 per annum, (all inclusive) salary package, (excluding commuted overtime).
Grade 2: R1 592 274 per annum, (all inclusive) salary package, (excluding commuted overtime).
Grade 3: R1 844 151 per annum, (all inclusive) salary package, (excluding commuted overtime).

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : MBChB or equivalent; Applicants must be in possession of an appropriate higher surgical qualification (FCS(SA) and/or MMed Surg) and currently registered with the Health Professions Council of South Africa as a Trauma Surgeon. Registration Certificate as a Specialist Trauma Surgeon. Additional Qualifications: eFAST course, MIMMS and, or ACLS/PALS. DSTC or Burns experience. Cert Trauma (SA) sub-specialist training complete. Preference will be given to applicants who have completed the Cert Trauma (SA) sub-specialist exam. Experience: **Grade 1:** Experience Not applicable requires the Fellowship in Surgery of the College of Medicine of South Africa or equivalent, and registration with the Health Professions Council of South Africa. Applicants must be registered as a specialist in surgery at the commencement of duties. **Grade 2:** requires appropriate qualification, specialist registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. **Grade 3** requires appropriate qualification, specialist registration certificate, plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery.

DUTIES : Participation in the clinical trauma and burns services: inter disciplinary in-house coordination of the management of the patients: supervision of the surgical trainees rotating through the trauma and transplant units: ensuring the highest standards of clinical, professional, and ethical behaviour: assist in teaching of undergraduate medical students, postgraduate surgical trainees: conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act: promote education in trauma prevention and transplant

community awareness. Physical presence on arrival of scene calls and unstable cases expected.

ENQUIRIES : Dr T C Hardcastle Tel No: (031) 240 1000, ext 2389 or speed dial 6195

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or to applications@ialch.co.za

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. 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 : 28 September 2026

POST 33/151 : **MEDICAL SPECIALISTS GENERAL SURGERY GRADE1, 2 OR 3 REF NO: DPKISMH 10/2026 (X1 POST)**
Component: General Surgery

SALARY : Grade 1: R1 395 528 – R1 479 723 per annum, (all-inclusive salary package)
Grade 2: R1 592 274 – R1 688 553 per annum, (all-inclusive salary package)
Grade 3: R1 844 151 – R2 301 186 per annum, (all-inclusive salary package)
(All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.) Other Benefit (S): Compulsory Commuted Overtime & Medical Aid (Optional).

CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital

REQUIREMENTS : **Grade 1**: Appropriate qualification Plus registration with HPCSA as a Specialist. In General Surgery. No experience required. **Grade 2**: Appropriate qualification plus five (05) years post registration Experience as a Medical Specialist in General Surgery. **Grade 3**: Appropriate qualification plus ten (10) years post registration experience as a Medical Specialist in General Surgery. Senior Certificate /Grade 12 or equivalent, an appropriate tertiary qualification (MBCHB) or equivalent Plus, registration certificate with HPCSA as a Medical Specialist in General Surgery Plus Current registration with HPCSA as a Specialist in General Surgery (2026/2027 receipt). FCS (SA) and MMed (Gen Surg), All successful candidates will have to spend minimum 1 year in service and those candidates with FCS and awaiting MMED may apply and will be considered. Knowledge of current Health and Public Servants legislation, regulation and policy, including Medical Ethics, Epidemiology and Statistics. Ability to provide Specialist Anaesthetic consultation and services. Knowledge, Skills, Training and Competence Required: Sound clinical knowledge within the department of Anaesthesiology. Good communication and human relations

Sound knowledge of clinical procedures and protocols within the discipline. Assessment and management of patients. Participate in continuing professional development. Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. To co-ordinate the Hepatobiliary Unit and Burns of DPKISMH with necessary the necessary surgical and administrative skills. Accept responsibility for administration of anaesthesia. Assess patients, plan, initiate and supervise medical care management. Align clinical service delivery plans with hospital plans and priorities. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in commuted overtime per week, is essential. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programmes. Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, implement and monitor quality improvement programmes. Develop and participate in the outreach/in reach programmes. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Leadership and decision-making abilities as well as problem solving and conflict management. Knowledge of Human Resource management. Information management and quality assurance. Ensure the proper and economical use of equipment and other resources. Information management and quality assurance. Ensure the proper and economical use of equipment and other resources.

ENQUIRIES : Dr S.S Kader: HCU: General Surgery – Tel No: (031) 530 1423

APPLICATIONS : Directives To Candidates: Applications to be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za or Couriered To: 310 Bhejane Street (Hospital Gate Number 2) Kwamashu, 4360

FOR ATTENTION : Deputy Director: HRM

NOTE : This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department." The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV. Only shortlisted candidates will be required to submit proof of current/previous work experience endorsed and stamped by Human Resource Department & other required documents. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 07/2026. NB: Failure to comply with the above instruction 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. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 30 September 2026

POST 33/152 : **MEDICAL SPECIALISTS RADIOLOGY GRADE 1, 2 OR 3 REF NO: DPKISMH 10/2026 (X1 POST)**
Component: Radiology Department

SALARY : Grade 1: R1 395 528 – R1 479 723 per annum, (all-inclusive salary package)
Grade 2: R1 592 274 – R1 688 553 per annum, (all-inclusive salary package)
Grade 3: R1 844 151 – R2 301 186 per annum, (all-inclusive salary package)
(All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.) Other Benefit (S): Compulsory Commuted Overtime & Medical Aid (Optional).

CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital

REQUIREMENTS : **Grade 1**: Appropriate qualification Plus registration with HPCSA as a Specialist in Radiology. No experience required. **Grade 2:** Appropriate qualification plus five (05) years post registration experience as a Medical Specialist in Radiology. **Grade 3:** Appropriate qualification plus ten (10) years post registration experience as a Medical Specialist in Radiology. Senior Certificate/Grade 12. Appropriate qualification in Medicine, e.g. MBChB or equivalent qualification. Appropriate postgraduate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology, e.g. MMed (Radiology) and/or FC Rad (SA) Diag. Knowledge of clinical governance framework and the legislated norms and standards. Knowledge, Skills, Training and Competence Required: Sound knowledge and clinical expertise in Diagnostic Radiology and the appropriate utilisation of relevant imaging modalities, including X-ray, ultrasound, CT, MRI and other specialised imaging services available at the institution. Competence in accurate interpretation and reporting of diagnostic imaging investigations and identification of urgent and life-threatening radiological findings. Competence in performing and/or supervising appropriate image-guided procedures within the scope of practice. Sound knowledge of radiation safety, radiation protection, contrast media safety and patient safety principles. Knowledge and application of relevant clinical guidelines, radiology protocols, professional standards, medical ethics, legislation and Department of Health policies. Strong clinical decision-making, analytical, problem-solving and prioritisation skills, particularly in emergency and high-volume clinical settings. Excellent written and verbal communication skills, including the ability to provide clear and clinically relevant reports and communicate critical findings timeously to referring clinicians. Ability to work effectively within a multidisciplinary team and provide specialist radiological advice to clinical services. Good leadership, supervisory, mentoring and teaching skills, with the ability to supervise and develop Medical Officers, Registrars and junior medical staff. Computer literacy and ability to utilise PACS, RIS and other relevant electronic clinical information systems. Ability to participate in clinical governance, quality assurance, clinical audits, morbidity and mortality reviews and quality-improvement initiatives. Ability to contribute to research, undergraduate and postgraduate teaching, continuing professional development and service development. Ability to manage workload effectively, meet appropriate turnaround times and function independently and under pressure. Ability to contribute to radiology outreach services and strengthen referral and diagnostic support to referring facilities. Commitment to providing safe, ethical, patient-centred and evidence-based specialist radiology services.

DUTIES : Provide comprehensive and quality specialist radiology services to patients, including interpretation and reporting of radiological investigations and appropriate clinical advice to referring clinicians. Perform and/or supervise appropriate diagnostic and image-guided radiological procedures within the scope of practice and ensure compliance with relevant clinical and safety protocols. Participate in the provision of emergency, after-hours, weekend and public holiday radiology services as required by the institution. Participate in clinical governance activities, including clinical audits, quality assurance programmes, morbidity and mortality reviews, risk management and implementation of quality improvement initiatives. Promote the appropriate and cost-effective utilisation of radiological investigations, equipment, consumables and other departmental resources. Participate in multidisciplinary clinical meetings and provide specialist radiological input to support appropriate diagnosis, management and referral of patients. Provide teaching, training, supervision and mentorship to Registrars, Medical Officers, interns, students and other relevant healthcare professionals. Participate in undergraduate and postgraduate teaching, continuing professional development and academic

activities within the institution. Participate in research activities and contribute to the development and implementation of evidence-based radiology practices. Participate in radiology outreach services and provide specialist support to referring healthcare facilities, where required. Contribute to the development, implementation and review of departmental policies, guidelines, protocols and standard operating procedures. Participate in the planning, monitoring and evaluation of radiology services and contribute to improving service delivery, turnaround times and patient outcomes. Ensure accurate clinical documentation, reporting and maintenance of appropriate patient and departmental records. Participate in departmental, institutional and relevant clinical governance meetings and committees. Manage and utilise radiology resources responsibly and contribute to the identification of equipment, infrastructure, staffing and service delivery needs. Maintain professional competence and comply with the requirements of the Health Professions Council of South Africa and relevant Department of Health policies, legislation and regulations. Perform administrative and other duties as delegated by the Head of Clinical Unit/Clinical Manager or relevant supervisor.

ENQUIRIES : Dr Z Zikalala: HCU: Radiology Tel No: (031) 530 1423

APPLICATIONS : Directives To Candidates: Applications to be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za or Couriered To: 310 Bhejane Street (Hospital Gate Number 2) Kwamashu, 4360

FOR ATTENTION : Deputy Director: HRM

NOTE : This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department." The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV. Only shortlisted candidates will be required to submit proof of current/previous work experience endorsed and stamped by Human Resource Department & other required documents. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 07/2026. NB: Failure to comply with the above instruction 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. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 30 September 2026

POST 33/153 : **NURSING MANAGER (PN-A 9 – LEVEL 3 HOSPITAL) REF NO: NURSMAN/1/2026**

SALARY : R1 201 302 per annum, (all-inclusive salary package)

CENTRE : Inkosi Albert Luthuli Central Hospital (IALCH)

REQUIREMENTS : Basic R425 qualification Degree/Diploma in General Nursing. Current registration with SANC as General Nurse. A minimum of 10-years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 -years of the period referred to above must be appropriate / recognizable experience at management level. Additional Qualification: Diploma in Midwifery and Diploma/Degree in Nursing Administration and Education Any Speciality in Nursing Experience of Managing Complex Nursing Environment Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislative framework governing the public service. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess

communication skills for dealing with patients, and other members of the multi-disciplinary team including the writing of reports. Good human relations displaying a concern for patients, promoting and advocating patients' needs and expectations (Batho Pele). High concern for excellence, tenacity and resilience. Leadership and management skills. Problem analysis and decision-making skills. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the units. Be able to work under pressure.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the nursing division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Represent Nursing Department in the Senior Management Team. Establish, maintain and participate in inter-professional and multi- disciplinary teamwork that promotes efficient and effective patient care across all domains. Ensure effective management, supervision and utilization of human and material resources. Ensure adherence to prescribed nursing policies and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Deal with disciplinary and grievance matters. Evaluate and monitor compliance with clinical protocols, norms and standards of the hospital. Participate in implementation and adherence to National Core Standards. Work effectively and amicably with persons of diverse intellectual, cultural, racial or religious differences.

ENQUIRIES : Mr. EB Msibi Tel No: (031) 240 1001

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or to applications@ialch.co.za

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. 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 : 28 September 2026

POST 33/154	:	**MEDICAL OFFICERS REF NO: DPISMH 14/2026 (X2 POSTS)** Component: Emergency Department
SALARY	:	Grade 1: R1 001 349 – R1 041402 per annum, (all-inclusive salary package) Grade 2: R1 142 553 – R1 188 255 per annum, (all-inclusive salary package) Grade 3: R1 322 352 – R1 375 245 per annum, (all-inclusive salary package) All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime; Medical Aid (Optional).
CENTRE	:	Dr Pixley Ka Isaka Seme Memorial Hospital
REQUIREMENTS	:	**Grade 1:** Appropriate qualification that allows registration with HPCSA as Medical Practitioner. **Grade 2**: Appropriate qualification that allows registration with HPCSA as Medical Practitioner with a minimum of five (05) years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. **Grade 3:** Appropriate qualification that allows registration with the HPCSA as Medical Practitioner with a minimum experience of 10 years appropriate Experience as Medical Practitioner. Senior Certificate, An appropriate tertiary qualification (MBChB) Plus, Registration certificate with HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner. Completion of Community Service is mandatory. Community Service officers will not be considered. Ability to identify the need for and refer accordingly. Maintain proper medical records. Knowledge of clinical governance framework and the legislated norms and standards. Knowledge, Skills, Training and Competence Required: Sound communication, negotiation, planning, organising, leadership, decision – making and interpersonal skills. Ability to work in multi-disciplinary team setting. Have knowledge & skills in basic clinical care. Ability to manage patients independently. Ability to work and maintain meaningful relationships with a diverse community. Ability to make a positive contribution in a busy department. Resilience and ability to cope with change. Additional postgraduate courses (ACLS, BLS, ATLS etc.) would be added advantage. Basic knowledge of medical practice ethics. Unendorsed valid code B driver's license (Code 08)
DUTIES	:	Responsibility for care of patients at the emergency department. Participate in 24-hour clinical coverage by performing commuted overtime. Attendance of ward rounds and participation in the academic programmes. Provide initial resuscitative, and care of patients. Ensure that the scientific principles of clinical care are maintained. Ensure clinical effectiveness and efficiency Participate in clinical audit programmes as and when scheduled. Participate in quality improvement programmes. Participate in effective management of complaints and patient safety incidents. Ensure compliance with current legislative and ethical principles. Ensure sound labour relations in compliance with the relevant legislation while maintaining the interest of the patients. Participate in outreach programmes. Provide training for nurses, junior staff, interns and medical students. Examination, diagnosis and total management of Orthopaedic Patients. Identification and management of emergencies.
ENQUIRIES	:	Dr S Pillay: HCU: Emergency Department Tel No: (031) 530 1423
APPLICATIONS	:	Directives To Candidates: Applications to be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za or Couriered To: 310 Bhejane Street (Hospital Gate Number 2) Kwamashu, 4360
FOR ATTENTION	:	Deputy Director: HRM
NOTE	:	This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department." The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV. Only shortlisted candidates will be required to submit proof of current/previous work experience endorsed and stamped by Human Resource Department & other required documents. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 07/2026. NB: Failure to comply with the above instruction 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. Please note that due to the number of applications anticipated, applications will not be acknowledged.

Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 30 September 2026

POST 33/155 : **MEDICAL OFFICER REF NO: DPKISMH 12/2026 (X1 POST)**
Component: Orthopaedic Department

SALARY : Grade 1: R1 001 349 – R1 041402 per annum, (all-inclusive salary package)
Grade 2: R1 142 553 – R1 188 255 per annum, (all-inclusive salary package)
Grade 3: R1 322 352 – R1 375 245 per annum, (all-inclusive salary package)
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime; Medical Aid (Optional).

CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital

REQUIREMENTS : **Grade 1**: Appropriate qualification that allows registration with HPCSA as Medical Practitioner. **Grade 2**: Appropriate qualification that allows registration with HPCSA as Medical Practitioner with a minimum of five (05) years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. **Grade 3**: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner with a minimum experience of 10 years appropriate Experience as Medical Practitioner. Senior Certificate, An appropriate tertiary qualification (MBChB) Plus, Registration certificate with HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner. Completion of Community Service is mandatory. Community Service officers will not be considered. Knowledge, Skills, Training and Competence Required: Sound communication, negotiation, planning, organising, leadership, decision – making and interpersonal skills. Ability to work in multi-disciplinary team setting. Have knowledge & skills in basic clinical care. Ability to manage patients independently. Ability to work and maintain meaningful relationships with a diverse community. Ability to make a positive contribution in a busy department. Resilience and ability to cope with change. Additional postgraduate courses (ACLS, BLS, ATLS etc.) would be added advantage. Basic knowledge of medical practice ethics. Unendorsed valid code B driver's license (Code 08). Ability to identify the need for and refer accordingly. Knowledge of clinical governance framework and the legislated norms and standards.

DUTIES : Responsibility for care of patients at Orthopaedic units including Outpatient, wards, Theatre and ICU Participate in 24-hour clinical coverage by performing commuted overtime. Attendance of ward rounds and participation in the academic programmes. Provide initial resuscitative and peri-operative clinical care of patients. Ensure that the scientific principles of clinical care are maintained. Ensure clinical effectiveness and efficiency. Participate in clinical audit programmes as and when scheduled. Participate in quality improvement programmes. Participate in effective management of complaints and patient safety incidents. Ensure compliance with current legislative and ethical principles. Ensure sound labour relations in compliance with the relevant legislation while maintaining the interest of the patients. Participate in outreach programmes. Provide training for nurses, junior staff, interns and medical students. Examination, diagnosis and total management of Orthopaedic Patients. Identification and management of emergencies. Maintain proper medical records.

ENQUIRIES : Dr PG Mthethwa: HCU: Orthopaedic Tel No: (031) 530 1423

APPLICATIONS : Directives to Candidates: Applications to be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za or Couriered To: 310 Bhejane Street (Hospital Gate Number 2) Kwamashu, 4360

FOR ATTENTION : Deputy Director: HRM

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

Department." The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV. Only shortlisted candidates will be required to submit proof of current/previous work experience endorsed and stamped by Human Resource Department & other required documents. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 07/2026. NB: Failure to comply with the above instruction 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. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 30 September 2026.

POST 33/156 : **PHARMACIST GRADE1, 2 & 3 REF NO: DPKISMH 11/2026 (X1 POST)**
Component: Pharmacy

SALARY : Grade 1: R882 816 – R936 987 per annum
Grade 2: R954 339 – R1 011 516 per annum
Grade 3: R1 041 402 – R1 104 669 per annum

CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital

REQUIREMENTS : **Grade 1**: Appropriate qualification and registration with SAPC as Pharmacist - One (1) year relevant experience after registration as a pharmacist with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. **Grade 2**: Five (5) years relevant experience after registration with SACP as a pharmacist. Six (6) years relevant experience after registrations as a pharmacist with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. **Grade 3:** Thirteen (13) years relevant experience after registration with SACP as a pharmacist. – fourteen (14) years relevant experience after registration as a pharmacist with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. All-inclusive salary package: 70% and 30% flexible portion can be restructured. Senior Certificate STD 10 / Grade 12 plus a National Diploma / Degree in Pharmacy plus, Current registration as a Pharmacist with the SAPC plus, registration as a Pharmacist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competence Required: Computer Literacy and Unendorsed valid Code B driver's licence (Code 08). Sound knowledge of legislation applicable to Pharmacy practices. Team building, conflict management and analytical skills. Appropriate clinical and theoretical knowledge. Professional concern for excellence. Sound interpersonal, communication, planning and organising skills. Sound knowledge of Human Resource Management and staff relations legislation. Willingness to tutor and mentor pharmacist's assistants and interns. Knowledge of the principles of stock replenishment and the operation of a Pharmacy Store. Computer literacy for provisioning of dispensing services to patients. To provide cost effective, high quality pharmaceutical services to patients, wards and clinics within all applicable legislations.

DUTIES : Maintain accurate and appropriate records in line with legal requirements. Provision of pharmaceutical services to wards and departments. Provision of pharmaceutical services by dispensing prescriptions. Participate in pharmacy related committees (PTC, Antibiotic Stewardship and Pharmacovigilance).

Engage in effective communication with departments and service providers to ensure high service quality is rendered. Maintain proper use and care of all resources and ensure optimal usage. Perform standby duties and overtime when required (after hours services). Participate in staggered working hours to improve patient access to medicines as per roster. Plan own work and administer work procedures to meet the objectives for the department ensuring efficient service delivery. Make recommendations with regard to policies / strategies for the effective functioning of Pharmacy department. Assist and train staff according to departmental requirements. Be willing to be a tutor for students and interns. Ensure implementation, monitoring and evaluation of EPMDS (Pharmacist Assistant). Maintain stock levels and ensure availability of medicines. Implementation of the Standard Procedures, good pharmacy practice, norms and standards with regards to the procurement, storage and dispensing of pharmaceuticals. Compile and analyse medicine availability reports and take corrective actions to prevent medicine stock outs.

ENQUIRIES : Ms ENN Makhanya: DD- Pharmaceutical Services Tel No: (031) 530 1410

APPLICATIONS : Directives To Candidates: Applications to be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za or Couriered To: 310 Bhejane Street (Hospital Gate Number 2) Kwamashu, 4360.

FOR ATTENTION : Deputy Director: HRM

NOTE : This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department." The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV. Only shortlisted candidates will be required to submit proof of current/previous work experience endorsed and stamped by Human Resource Department & other required documents. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 07/2026. NB: Failure to comply with the above instruction 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. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 30 September 2026.

POST 33/157 : **OPERATIONAL MANAGER (PHC) REF NO: BAL 01/2026 (X1 POST)**
Component: Ballito Clinic

SALARY : Grade 1: R720 819 - R821 454 per annum. Plus 8% rural allowance. Other Benefits: 13th Cheque, Medical aid (optional), and Housing Allowance (Employee must meet prescribed requirements).

CENTRE : Ilembe Health District Office (KwaDukuza Primary Health Care)

REQUIREMENTS : Matric Certificate or Grade 12 (Senior Certificate). Diploma or Degree in General Nursing Science and Midwifery that allows registration with SANC as a General Nurse, plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Registration Certificate with SANC as a General Nurse with Midwifery and Primary Health Care, plus, Current Registration with SANC (2026). A minimum of 09 years appropriate/recognizable nursing experience as a General Nurse after registration of which 05 years must be appropriate recognizable experience after obtaining 1 year post basic qualification in Primary Health Care nursing and registration as a clinical nurse practitioner. Preference will be given to candidate who possess a valid Code 08 Drivers License and have computer

literacy. Knowledge, Skills, Training and Competence Required: Knowledge of all applicable legislations such as Nursing Act, Mental Act, OH&S Act, Batho Pele Principles and Patients Right Charter, Labour Relations Act, Grievance procedure, etc. Knowledge of public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Financial and budgetary knowledge. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skills. Good insight of procedures and policies pertaining to nursing care. Ability to assist in information of patient care related policies. Computer skills in basic programmed.

DUTIES : Monitor and evaluate the performance of Primary health care services and systems within the designated services area in the line with public health indicators, set standards and target with a view to report thereon and initiate a corrective active timeously. Analyse health policy and programmed imperatives with a view to develop customize implementation strategies to guide to primary health care services providers in the service area towards complying with the stated norms, standard and target. Participate actively in Operations Sukuma sakhe. Monitor implementation of PHC re-engineering. Ensure that compliant management is functional in the clinic. Participate in achieving norms and standards (OHSC). Contribute to the realization of ideal clinic status determination. Identify transversal health care and systems barrier (including emerging health trend in service areas) with a view to ensure corrective action at appropriate level. Ensure and monitor that primary health service within the designated service areas are provided with adequate support by multi-disciplinary teams attached to the clinics as well as other corporate services attached to the facility. Ensure an integrated approach with the implementation of various primary health care programmers provide a seamless services delivery platform, including prioritizing needs of the service area and allocate resources accordingly. Ensure that effective and efficient utilization of allocated resources, including the development of staff, procurement planning inputs and maintenance of prescribed information management systems.

ENQUIRIES : Mrs R Bhagwandin Tel No: (032) 437 3500

APPLICATIONS : Please forward all applications to: The Director: District Health Office, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: corner of 1 King Shaka Street and Cato Street, King Shaka Centre, KwaDukuza, 4450 or Email it to mandla.mthembu@kznhealth.gov.za

FOR ATTENTION : Mr M.D Mthembu

NOTE : Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e g. EMRSILE 01/2024. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualifications are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested only if

shortlisted. 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. NB: Due to financial constraints, there will be no payment of S & T allowance to candidates attending the interviews. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department."

CLOSING DATE : 28 September 2026

POST 33/158 : **CLINICAL PROGRAMME CO-ORDINATOR REF NO: IPC1/2026**
Department: Infection Prevention and Control Practitioner

SALARY : Grade 1: R571 161. Plus 13th cheque, homeowner's allowance; Employee must meet the prescribed requirements and Medical Aid optional.

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREEMENTS : Senior Certificate/Grade 12 Degree / Diploma in Nursing Science and Midwifery or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse Current registration with the South African Nursing Council (SANC) 2026 A minimum of 7 years appropriate /Recognized Experience in Nursing after registration with SANC in General nursing Additional Qualifications: Certificate in Infection Prevention and control Valid driver's license Knowledge, Skills And Competencies Demonstrate an in depth understanding of nursing legislation and related legal and Ethical nursing practices and how this impacts on service delivery. Knowledge of Infection Control policies and guidelines. Leadership, Organizational, Decision making and problem-solving skills Good communication, interpersonal relations. Demonstrate basic understanding of Human Resource and Financial policies and Practices. Computer Literacy.

DUTIES : Develop and implement an Infection prevention and control plan for the institution. Ensure that Infection prevention and control as well as Antibiotic stewardship committee are in place and functional. Promote Infection prevention and culture within the institution by conducting relevant workshops, Audits, meetings and awareness. Identify Infection control risks and make recommendations on mitigation strategies. Provide training to all categories of staff on Infection policies, principles and practices. Conduct Infection prevention and control Surveillance and report on incidence and prevalence of alert organisms and communicable diseases to District and to Communicable Disease Centre. Identify and report all Hospital Acquired Infections. Visits the Departments within the institution to identify infection prevention and control risks. Ensure that all departments comply with Infection Prevention and control Framework, protocols and guidelines. Identify outbreaks of infections, initiate investigation and control measures in collaboration with Infection prevention and control Committee. Provide effective and efficient Infection Prevention and Control service in the institution. Serve as a Clinical governance champion in the facility, ensuring effective clinical risk management system. Review institutional Infection prevention and control Standard operating procedures. Provide advice on various aspects of infection prevention and control, relevant policies to management.

ENQUIRIES : Mrs. GF Mncwango - Assistant Nurse Manager Nursing (M&E) Tel No: (031) 240 1083

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or to applications@ialch.co.za

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. An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and

recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE : 28 September 2026

POST 33/159 : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: GLEN 01/2026 (X2 POSTS)**
Component: Glenhills Clinic

SALARY : Grade 1: R495 423 - R581 931 per annum
Grade 2: R607 350 - R752 913 per annum
plus 8% rural allowance
Other Benefits: 13th Cheque, Medical aid (optional), and Housing Allowance (Employee must meet prescribed requirements).

CENTRE : Ilembe Health District Office (KwaDukuza Primary Health Care)

REQUIREMENTS : **Grade 1**: Matric Certificate or Grade 12 (Senior Certificate) Diploma or Degree in General Nursing Science and Midwifery that allows registration with SANC as a General Nurse, plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Registration Certificate with SANC as a General Nurse with Midwifery and Primary Health Care, plus, Current Registration with SANC (2026) A minimum of 4 years appropriate/ recognizable nursing experience as s General Nurse. Minimum Requirements for the post: **Grade 2:** Matric Certificate or Grade 12 (Senior Certificate) Diploma or Degree in General Nursing Science and Midwifery that allows registration with SANC as a General Nurse, plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC Registration Certificate with SANC as a General Nurse with Midwifery and Primary Health Care, plus, Current Registration with SANC (2026). A minimum of 14 years appropriate/ recognizable nursing experience after registration as s General Nurse with SANC of which 10 years of the period must be appropriate/ recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. NB: Please note that most of the Clinics in KwaDukuza Sub District operates from 07h00 to 18h00. KwaDukuza Clinic operates over 24 hours, Mpumelelo and Groutville Clinic operates on call after 18h00. Staff may be requested to relieve/ allocated in any of the nine (09) facilities within the Sub District if and when the need arises. Knowledge, Skills, Training and Competence Required: Knowledge of all applicable legislations such as Nursing Acts, Mental Acts, OH & S Act, Batho Pele Principles and Patient's Rights Charter, Labour Relations Act, Grievance procedure, etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skills. Good insight of procedures and policies pertaining to nursing care. Ability to assist in information of patient care related policies.

DUTIES : Provide quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical and pharmaceutical stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to

improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality nursing care. Assist with conducting clinical audits and developing quality improvement plans. Improve the knowledge of staff and patients through health education and in service training. Implement Nursing care standards, and practices for quality nursing care according to guidelines and prescripts. Maintain a constructive working relationship with nursing and other stakeholders, implementation of the Integrated Multi Stakeholder Health Promotion Strategy. Management of patients records, both written and electronic. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net. Ensure the collection, collation and timeous submission of accurate verified data. Support the realization and maintenance of ideal Clinic and OHSC Programme in the facility.

ENQUIRIES : Mrs R Bhagwandin Tel No: (032) 437 3500

APPLICATIONS : Please forward all applications to: The Director: District Health Office, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: corner of 1 King Shaka Street and Cato Street, King Shaka Centre, KwaDukuza 4450 or Email it to mandla.mthembu@kznhealth.gov.za

FOR ATTENTION : Mr M.D Mthembu

NOTE : Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e g. EMRSILE 01/2024. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualifications are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested only if shortlisted. 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. NB: Due to financial constraints, there will be no payment of S & T allowance to candidates attending the interviews. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department."

CLOSING DATE : 28 September 2026

POST 33/160	:	**CLINICAL NURSE PRACTITIONER (PHC) REF NO: MOB 01/2026 (X1 POST)** Component: Mobile Clinic
SALARY	:	Grade 1: R495 423 - R581 931 per annum Grade 2: R607 350 - R752 913 per annum plus 8% rural allowance Other Benefits: 13th Cheque, Medical aid (optional), and Housing Allowance (Employee must meet prescribed requirements)
CENTRE	:	Ilembe Health District Office (KwaDukuza Primary Health Care)
REQUIREMENTS	:	**Grade 1:** Matric Certificate or Grade 12 (Senior Certificate) Diploma or Degree in General Nursing Science and Midwifery that allows registration with SANC as a General Nurse, plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Registration Certificate with SANC as a General Nurse with Midwifery and Primary Health Care, plus, Current Registration with SANC (2026) A minimum of 4 years appropriate/ recognizable nursing experience as s General Nurse. Code 10 Drivers License. Requirements: **Grade 2**: Matric Certificate or Grade 12 (Senior Certificate) Diploma or Degree in General Nursing Science and Midwifery that allows registration with SANC as a General Nurse, plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC Registration Certificate with SANC as a General Nurse with Midwifery and Primary Health Care, plus, Current Registration with SANC (2026). A minimum of 14 years appropriate/ recognizable nursing experience after registration as s General Nurse with SANC of which 10 years of the period must be appropriate/ recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Code 10 Drivers License. NB: Please note that most of the Clinics in KwaDukuza Sub District operates from 07h00 to 18h00. KwaDukuza Clinic operates over 24 hours, Mpumelelo and Groutville Clinic operates on call after 18h00. Staff may be requested to relieve/ allocated in any of the nine (09) facilities within the Sub District if and when the need arises. Knowledge, Skills, Training And Competence Required: Knowledge of all applicable legislations such as Nursing Acts, Mental Acts, OH & S Act, Batho Pele Principles and Patient's Rights Charter, Labour Relations Act, Grievance procedure, etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skills. Good insight of procedures and policies pertaining to nursing care. Ability to assist in information of patient care related policies.
DUTIES	:	Provide quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical and pharmaceutical stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality nursing care. Assist with conducting clinical audits and developing quality improvement plans. Improve the knowledge of staff and patients through health education and in service training. Implement Nursing care standards, and practices for quality nursing care according to guidelines and prescripts. Maintain a constructive working relationship with nursing and other stakeholders, implementation of the Integrated Multi Stakeholder Health Promotion Strategy. Management of patients records, both written and electronic. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net. Ensure the collection, collation and timeous submission of accurate verified data. Support the realization and maintenance of ideal Clinic and OHSC Programme in the facility.
ENQUIRIES	:	Mrs R Bhagwandin Tel No: (032) 437 3500
APPLICATIONS	:	Please forward all applications to: The Director: District Health Office, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand

delivered to: corner of 1 King Shaka Street and Cato Street, King Shaka Centre, KwaDukuza, 4450 or Email it to mandla.mthembu@kznhealth.gov.za

FOR ATTENTION : Mr M.D Mthembu

NOTE : Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e g. EMRSILE 01/2024. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualifications are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested only if shortlisted. 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. NB: Due to financial constraints, there will be no payment of S & T allowance to candidates attending the interviews. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department."

CLOSING DATE : 28 September 2026

POST 33/161 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ETH 04 /2026 (X1 POST)**
Component: Human Resource Management

SALARY : R487 197 – R573 987 per annum. Other Benefits Home Owner Allowance (conditions apply) ,13th Cheque (conditions apply), Medical Aid (Optional).

CENTRE : eThekwini District Office

REQUIREMENTS : Senior Certificate or equivalent Bachelor's Degree or National Diploma in Human Resource Management/ Personnel Management/ Human Resource Development or Public Management. A minimum of five years operational experience in Human Resource of which three years of that must be supervisory experience in Human Resource. Valid Driver's license. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Act, Public Service Regulations and other prescripts applicable to Human Resource. Knowledge of PERSAL system Knowledge of basic principles of HR Management. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills. Financial Management, Change Management. Time management, facilitation skill, risk management. Good interpersonal relation skills. Computer literacy. Auditing skill and report writing skills Problem solving and Decision-making skills.

DUTIES : Provide strategic leadership of human resource management for the facility. Manage all Human Resource components, that is, Human Resource Practices, Human Resource Planning and Development, Staff Relations and Employee Wellness and ensure the provision efficient and effective services are provided. Monitor and evaluate human resource activities of the district office human

resource. Ensure quality development of HRMS in line with norms and standards for CHC Ideal Clinic Realization and Maintenance Programme. Ensure effective human resource records and documents management system. Manage the payroll programme. Ensure the timely and efficient compensation of employees. Manage recruitment, selection and verification processes. Ensure the co-ordination of Institutional Management Labour Committee Meetings (IMLC). Ensure training of staff on labour relations matters. Ensure compliance with grievance and disciplinary procedures. Coordination of conciliation, mediation and arbitration proceedings. Ensure that misconduct cases in the institution are dealt with timeously. Oversee co-ordination of Institutional Employee Health and Wellness activities. Provide leadership in managing processes of aligning organizational, and post establishment structures with emerging service delivery demands as well as the imperatives set in the Annual Performance Plan for the facility or the district office. Serve in the transformation activities of the department and the district office such budget allocations as well as standard and workload statistics. Conduct staff satisfaction surveys and exit interviews. Oversee the effective implementation of the Human Resource Management policy imperatives and ensure consistency in the application. Develop strategies aimed at improving service delivery. Ensure and facilitate the consolidation of HR Plan for the facility. Provide early warnings and develop innovative solutions to overcome identified problem areas.

ENQUIRIES : Mrs. N.F. Mapumulo Tel No: (031) 273 5307

APPLICATIONS : May be hand delivered or courier to forwarded to: The Human Resource Manager, EThekwini District Office, 85 King Cetshwayo Highway, Mayville, Durban, 4000. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to:EthekwiniDistrictHealth.HRJobApplication@kznhealth.gov.za quoting reference number only in the subject line.

NOTE : Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only (Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources). The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 01/2026. Applications may also be submitted online via the KZN e-Recruitment System at www.kznonline.gov.za/kznjobs. Applicants must register, complete their profile and upload their CV. 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). To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS. Only shortlisted candidates will submit proof before interview. 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. The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. African males and Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the

shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (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 : 28 September 2026

POST 33/162 : **ASSISTANT DIRECTOR: FINANCE M & E REF NO: ETH 05 /2026 (X1 POST)**
Component: Finance M&E

SALARY : R487 197 –R573 987 per annum. Other Benefits Home Owner Allowance (conditions apply) ,13th Cheque (conditions apply), Medical Aid (Optional).

CENTRE : eThekwini District Office

REQUIREMENTS : Senior Certificate or equivalent qualification Degree or Advanced Diploma in Cost and Management Accounting/Financial Management at NQF level 7 A minimum of five (5) years' experience in Financial Management of which three (3) years' must be supervisory experience in Financial Management environment. Valid driver's license Knowledge, Skills, Training and Competencies Required: Detailed knowledge of budgeting and financial management area of operation and associated processes. Ability to communicate with all stakeholders and role –players at all levels in clear and unambiguous language. Good knowledge of Public Finance Management as well as relevant Acts and Regulations. Sound Management, negotiation, interpersonal and problem-solving skills. Knowledge of Labour Relations, discipline and grievance procedure. Good organizational and planning skills and ability to make independent decisions. Knowledge of departmental and transversal systems e.g. (PERSAL, Vulindlela and BAS). Knowledge of MS office Software applications. Numerical skills and understanding of grant funding management.

DUTIES : The incumbent of this post will report to the Deputy Director: Finance M&E and will be responsible to report on activities to ensure effective and efficient production of reliable information on the District Grants financial Management of the Department. Facilitate development of grant funding business plan per financial year. Coordinate, manage and collate/consolidate budget estimates for grant funding as per business plans. Facilitate the division/distribution of the budget allocation between all sub-programmes. Prepare, analyse and report on expenditure versus budget for the entire grant funding in the district. Manage, coordinate and provide guidance to cash flow meetings and spending patterns. Identify, rate and institute control measures to minimise financial risks in the district. Conduct analysis on the expenditure trend to determine whether budgetary allocations are in line with the envisaged output performance and targets as per business plan. Provide regular reports pertaining to the grant performance for example DORA reports, variance reports and other reports. Manage the journalising process within the institution. Ensure correct staff linking and verification within objectives and responsibility. Manage resources with the sub-directorate. Conduct support visits to institutions within the district.

ENQUIRIES : Mr. A. Bera Tel No: (031) 273 5307

APPLICATIONS : May be hand delivered or courier to forwarded to: The Human Resource Manager, EThekwini District, Office 85 King Cetshwayo Highway, Mayville, Durban, 4000. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to:EthekwiniDistrictHealth.HRJobApplication@kznhealth.gov.za quoting reference number only in the subject line.

NOTE : Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) Only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference

number PMMH 01/2026. Applications may also be submitted online via the KZN e-Recruitment System at www.kznonline.gov.za/kznjobs. Applicants must register, complete their profile and upload their CV. 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). To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS. Only shortlisted candidates will submit proof before interview. 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. The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. African males and Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (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 : 28 September 2026

POST 33/163 : **ASSISTANT DIRECTOR: FLEET REF NO: ETH 06 /2026 (X1 POST)**
Component: Fleet Management

SALARY : R487 197 –R573 987 per annum. Other Benefits Home Owner Allowance (conditions apply) ,13th Cheque (conditions apply), Medical Aid (Optional).

CENTRE : eThekwini District Office

REQUIREMENTS : Senior Certificate or equivalent qualification Degree or National Diploma in Transport Management or Public Management or Public Administration. A minimum five (5) years' experience in fleet management of which three (3) years must be supervisory experience in Transport related environment, Valid driver's license. Knowledge, Skills, Training and Competencies Required: Ability to apply technical/professional knowledge and skills in the work area and wider work environment. Ability to keep abreast of work-related developments. Change Management, Decision making, time management skills. Risk Management Skills Good interpersonal relation skills. Public Service Financial Management, Departmental policies and procedures, project management, Intermediate Human Resources Development, General management, Strategic management, Skills Development Act, LRA, BCEA. Leadership, Facilitation, Computer literacy skills Good Presentation skill, Innovative, Analytical, Verbal and written communications skills Good People Management skill.

DUTIES : Oversee management and use of the fleets in hospitals, CHCs, EMS, Mortuaries and PHC. Ensure compliance to fleet management policies and prescripts. Conduct fleet audits. Compile and present reports to district management and provincial office as required. Monitor and report on fleet management indicators on Annual Performance Plan Ensure availability of fleet to reduce complaints by monitoring that servicing and necessary repairs are conducted. Conducting physical inspections to determine the condition of fleet for possible damage. Identifying underutilized vehicles due for replacement (BOS). Monitor the allocation of KZN vehicles and vehicles used for private on official use. Maintain proper records for fleet management and audit purposes. Ensure functionality of accident committees across the district.

Identify fleet risks related to fleet management and implement mitigation strategies. Monitor fleet expenditure across the district. Conduct stakeholder engagements for the rationalisation of transport. Provide on road, emergency support for incidents relating to fleet for example hijacking and accident. Provide input and implement policies pertaining licensing of district vehicles. Monitor licensing disc and tracking disc for all vehicles in the district Monitor asset register of Departmental vehicles, Coordinate and monitor payment of fines to relevant traffic departments.

ENQUIRIES : Mrs. R.S. Nene Tel No: (031) 273 5307

APPLICATIONS : May be hand delivered or courier to forwarded to: The Human Resource Manager, EThekwini District Office, 85 King Cetshwayo Highway, Mayville, Durban, 4000. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to:EthekwiniDistrictHealth.HRJobApplication@kznhealth.gov.za quoting reference number only in the subject line.

NOTE : Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) Only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 01/2026. Applications may also be submitted online via the KZN e-Recruitment System at www.kznonline.gov.za/kznjobs. Applicants must register, complete their profile and upload their CV. 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). To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS. Only shortlisted candidates will submit proof before interview. 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. The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. African males and Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (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 : 28 September 2026

POST 33/164	:	**PROFESSIONAL NURSE (SPECIALTY) THEATRE REF NO: DPKISMH 15/2026 (X1 POST)** Component: Theatre Department
SALARY	:	Grade 1: R495 423 – R581 931 per annum Grade 2: R607 350 – R752 913 per annum
CENTRE	:	Dr Pixley Ka Isaka Seme Memorial Hospital
REQUIREMENTS	:	**Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, **Grade 2:** A minimum of fourteen (14) years appropriate/ recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing of which at least 10 (ten) years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 (one) year post basic qualification in relevant speciality. Senior Certificate or equivalent, Degree/Diploma in General nursing, One (01) year Post Basic qualification in Operating Theatre Nursing Science. Registration certificate with South African Nursing Council (SANC). Current SANC receipt (2026). A minimum of four (4) years appropriate/recognisable experience after registration as a Professional Nurse with SANC in General Nursing. Successful candidate will have to spend minimum of one year in service. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principle, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Financial and Budgetary knowledge pertaining to relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, Organizational, Decision making, Problem solving, Co – ordination, Liaisons and Interpersonal skills within the limits of the Public Sector and Institutional policy framework. Interpersonal skills including Public relation, Negotiating, Conflict handling and Counselling skills. Computer skills in basic programs.
DUTIES	:	Assist in planning/organizing and monitoring of objectives of the specialized unit in consultation with subordinates. Effective management of patients, display a concern for patients, promoting and advocating. Proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities clinical guidelines, protocols. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff. Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff.
ENQUIRIES	:	Ms S.C. Nduli - Nursing Department Tel No: (031) 530 1416
APPLICATIONS	:	Directives To Candidates: Applications to be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za or Couriered To: 310 Bhejane Street (Hospital Gate Number 2) Kwamashu, 4360
FOR ATTENTION	:	Deputy Director: HRM
NOTE	:	This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department." The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV. Only shortlisted candidates will be required to submit proof of current/previous work experience endorsed and stamped by Human Resource Department & other required documents. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 07/2026. NB: Failure to comply with the above instruction 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. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement,

please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 30 September 2026.

POST 33/165 : **PROFESSIONAL NURSE (SPECIALTY) REF NO: DPKISMH 16/2026 (X1 POST)**
Component: Critical Care Department

SALARY : Grade 1: R495 423 – R581 931 per annum
Grade 2: R607 350 – R752 913 per annum

CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital

REQUIREMENTS : **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing**, Grade 2**: A minimum of fourteen (14) years appropriate/ recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing of which at least 10 (ten) years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 (one) year post basic qualification in relevant speciality. Senior Certificate or equivalent, Degree/Diploma in General Nursing, One year post basic Degree/Diploma in Critical Care plus four (04) years appropriate /recognizable registration experience as a General Nurse. Registration with SANC as a General Nurse and Speciality Nurse. Proof of current/previous work experience endorsed and stamped by Human Resource Department will be required for shortlisted candidates. Successful candidate will have to spend minimum of one year in service. Knowledge, Skills, Training and Competence Required: Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks. Good communication skills-verbal and written. Co-ordination and liaison skills. Problem solving skills.

DUTIES : Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff /Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building Effective and efficient management of all resources. Liaise with professional Nurse in charge in surgical high care/renal unit. Allocation of Staff on day and night duty within the Directorate in rotational basis. To nurse a critically ill patient who is ventilated, on haemodialysis and continuous-venous haemodialysis. To nurse all types of patients regardless of diagnoses according to disease profile within the directorate. Maintain Professional growth/ethical standard and self-development.

ENQUIRIES : Ms S.C. Nduli - Nursing Department Tel No: (031) 530 1416

APPLICATIONS : Directives To Candidates: Applications to be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za or Couriered To: 310 Bhejane Street (Hospital Gate Number 2) Kwamashu, 4360

FOR ATTENTION : Deputy Director: HRM

NOTE : This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department." The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be

accompanied by a detailed CV. Only shortlisted candidates will be required to submit proof of current/previous work experience endorsed and stamped by Human Resource Department & other required documents. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 07/2026. NB: Failure to comply with the above instruction 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. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 30 September 2026

POST 33/166 : **PROFESSIONAL NURSE (SPECIALTY) REF NO: DPKISMH 17/2026 (X2 POSTS)**
Component: Trauma Department

SALARY : Grade 1: R495 423 – R581 931 per annum
Grade 2: R607 350 – R752 913 per annum

CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital

REQUIREMENTS : **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, **Grade 2:** A minimum of fourteen (14) years appropriate/ recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing of which at least 10 (ten) years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 (one) year post basic qualification in relevant speciality. Senior Certificate or equivalent qualification. Degree/Diploma in General Nursing Registration with SANC as a General Nurse and Speciality Nurse. One year post basic Degree/Diploma in Trauma plus four (04) years appropriate /recognizable registration experience as a General Nurse. current registration with SANC (2026) Proof of current/previous work experience endorsed and stamped by Human Resource Department will be required for shortlisted candidates. Successful candidate will have to spend minimum of one year in service. Knowledge, Skills, Training and Competence Required: Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks. Good communication skills-verbal and written. Co-ordination and liaison skills. Problem solving skills.

DUTIES : Assist in planning/organizing and monitoring of objectives of the specialized unit. Proper triaging and management of emergencies in the unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff /Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building. Effective and efficient management of all resources. Liaise with professional Nurse in charge in surgical high care/renal unit. Allocation of Staff on day and night duty within the Directorate in rotational basis.

ENQUIRIES	:	Ms S.C. Nduli - Nursing Department Tel No: (031) 530 1416
APPLICATIONS	:	Directives to candidates: Applications to be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za or Couriered To: 310 Bhejane Street (Hospital Gate Number 2) Kwamashu, 4360.
FOR ATTENTION	:	Deputy Director: HRM
NOTE	:	This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department." The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV. Only shortlisted candidates will be required to submit proof of current/previous work experience endorsed and stamped by Human Resource Department & other required documents. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 07/2026. NB: Failure to comply with the above instruction 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. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
CLOSING DATE	:	30 September 2026.
POST 33/167	:	**MEDICAL BIOLOGICAL SCIENTIST: REPRODUCTIVE BIOLOGY / CLINICAL EMBRYOLOGY REF NO: MED BIO SCI/1/2026** Department of Obstetrics and Gynaecology
SALARY	:	Grade 1: R413 121 per annum, all-inclusive salary package, (excluding commuted overtime) Grade 2: R482 499 per annum, all-inclusive salary package, (excluding commuted overtime) Grade 3: R564 822 per annum, all-inclusive salary package, (excluding commuted overtime).
CENTRE	:	Inkosi Albert Luthuli Central Hospital (IALCH)
REQUIREMENTS	:	Professional registration and qualifications, An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Biological Scientist – Reproductive Biology/Clinical Embryology Current registration with the HPCSA in the relevant category is required. Additional Knowledge: At least 1 year experience in a reproductive medicine unit Experience: **Grade 1:** No experience after registration with the HPCSA as a Medical Biological Scientist (Reproductive Biology/Clinical Embryology) for South African-qualified employees. One year's relevant experience after HPCSA registration for foreign-qualified employees who are not required to perform community service in South Africa**. Grade 2:** Minimum of 10 years' relevant experience after HPCSA registration for South African-qualified employees. Minimum of 11 years' relevant experience after HPCSA registration for foreign-qualified employees who are not required to perform community service in South Africa. **Grade 3** Minimum of 20 years' relevant experience after HPCSA registration for South African-qualified employees. Minimum of 21 years' relevant experience after HPCSA registration for foreign-qualified employees who are not required to perform community service in South Africa.
DUTIES	:	The incumbent should be able to demonstrate the following Scientific excellence strong knowledge of reproductive biology and contemporary embryology. Technical competence proficiency in ART laboratory techniques and a commitment to maintaining high technical standards. Attention to detail

meticulous handling, identification and documentation of reproductive material. Integrity and accountability recognition of the ethical and professional responsibilities associated with handling human gametes and embryos. Teaching and mentorship willingness to contribute to the development of future reproductive health professionals. Research and innovation commitment to advancing infertility care through research, audit and evidence-based practice. Adaptability and leadership ability to contribute to the ongoing development of a high-quality tertiary ART service. Teamwork ability to work effectively within a multidisciplinary tertiary healthcare environment. Communication clear, respectful and professional communication with patients and colleagues. This post reports to Head of Reproductive Medicine Unit, department of Obstetrics and Gynaecology The successful candidate will work collaboratively with reproductive medicine specialists, obstetricians and gynaecologists, nurses, laboratory personnel and other members of the multidisciplinary team to support couples and individuals undergoing fertility assessment and assisted reproductive treatment.

ENQUIRIES : Prof HM Sebitloane ngubaneg3@ukzn.ac.za / 031 260 4390

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or to applications@ialch.co.za

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the shortlisted candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. IALCH invites applications from suitably qualified and motivated Medical Biological Scientists specialising in Reproductive Biology/Clinical Embryology to join its newly established multidisciplinary infertility and assisted reproductive technology (ART) service in the Department of Obstetrics and Gynaecology. 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 : 28 September 2026

POST 33/168 : **MEDICAL SPECIALIST SESSIONS: CARDIOTHORACIC SURGERY REF NO: MED SPEC CARDSURG/1/2026 (X3 POSTS)**
Department: Cardiothoracic Surgery
No of Sessions Per Week: 20hrs per person (each session is equivalent to 1 hour) Nature of Appointment: Sessional – not exceeding 12 months - subject to annual review

SALARY : Grade 1: R671.00
Grade 2: R766.00

Grade 3: R887.00
Hourly Rate per session/ (Notch per annum)

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : MBChB Degree; Applicants must be registered as a Specialist -Cardiothoracic Surgery with the Health Professions Council of South Africa (HPCSA). Current registration as Specialist Cardiothoracic Surgery with the HPCSA. Experience: **Grade 1:** No experience required after registration with HPCSA as a Medical Specialist (Cardiothoracic Surgery). **Grade 2**: Five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist (Cardiothoracic Surgery). **Grade 3:** Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist (Cardiothoracic Surgery). Additional Qualifications: Additional experience in providing a specialist service in either VATS surgery, cardiac transplant surgery, Op-CAB, ECMO or oesophageal surgery. Skills, Knowledge, Training and Competence Required: The incumbent should have a comprehensive knowledge of the specialty discipline of Cardiothoracic Surgery including all aspects of General Thoracic Surgery, and Surgery for Acquired & Congenital Cardiovascular Disease. Surgical skills in the operative management of diseases within the specialty are an absolute prerequisite. In addition, teaching and computer literacy are essential requirements. The applicant must have undergone training in a cardiothoracic unit in an accredited academic centre either within the country or elsewhere. Competence in the clinical evaluation of the cardiothoracic surgical patient, interpretation of special investigations, especially radiological, operative intervention and post-operative management are of paramount importance. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

DUTIES : Provide a clinical service encompassing the diagnosis, investigation, peri-operative care and surgical management of cardiothoracic patients. Actively participate in the academic programme run by the department for the post-graduate training of registrars including teaching and research. Supervise and upskill registrars and junior consultants to enhance operative clinical skills and decision making. Achieve a level of theoretical knowledge and surgical skills requisite to the training of a Cardiothoracic Surgeon. Participate in after-hours services when required.

ENQUIRIES : Dr M Hbish Tel No: (031) 240 2114 / 031-2402124

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or to applications@ialch.co.za

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital.

Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. 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 : 28 September 2026

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

APPLICATIONS : Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV online.
Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centers (DOACS) at www.kznonline.gov.za/kznjobs
Or Direct your application quoting the reference number of the post you are applying for; Head Office Posts: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to Director: Human Resource Management Department of Public Works & Infrastructure, Private Bag X9142, Pietermaritzburg, 3200. For Attention: Mrs. ZJ Hlongwane. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg

CLOSING DATE : 28 September 2026

NOTE : Directions To Candidates Note to applicants: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applications must be submitted individually on the prescribed new approved Z83 form, the form is available from the website www.kznworks.gov.za or can be obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae (CV). Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted candidates only. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets. Please note that requests for higher salaries will not be entertained for the advertised posts, however it may only be considered for posts falling within the Occupational Specific Dispensation (OSD) subject to the existing provisions. Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013. Please note that employment verifications shall be undertaken for all experience which has been recognized for shortlisting purposes, experience in the public service will need to be supported with a signed job description and PERSAL service record history and experience from the private sector needs to be supported by a certificate of service confirming the name of company, position held, periods of employment and duties performed. Experience that cannot be verified will result in the applicant 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.

OTHER POSTS

POST 33/169	:	**DEPUTY DIRECTOR: BUDGETARY SERVICES REF NO: HO/DD/BS/092026**
SALARY	:	R932 292 per annum (Level 11), (all-inclusive), to be structured in accordance with the rules for Middle Management Services([MMS)
CENTRE	:	Head Office: Pietermaritzburg
REQUIREMENTS	:	An NQF Level 7 relevant qualification in Accounting/ Financial Management/ Commerce/ Auditing/ Business Management/ Administration plus 3 years relevant experience in Management Accounting at junior management (ASD) level. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
DUTIES	:	Manage budget control services. Manage financial monitoring reporting. Manage financial planning. Develop policies and strategies aimed at improving service delivery. Manage the resources of the sub-directorate.
ENQUIRES	:	Ms N Orrie Tel No: (033) 355 5432
POST 33/170	:	**DEPUTY DIRECTOR: ACCOUNTING SERVICES REF NO: HO/DDAS/092026**
SALARY	:	R932 292 per annum (Level 11), (all-inclusive), to be structured in accordance with the rules for Senior Management Services (MMS)
CENTRE	:	Head Office: Pietermaritzburg
REQUIREMENTS	:	A NQF Level 7 relevant qualification in Accounting/ Financial Management/ Commerce/ Auditing/ Business Management/ Administration plus 3 years relevant experience in Financial Accounting at junior management (ASD) level. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
DUTIES	:	Manage bookkeeping services. Facilitate Creditors Management and manage voucher, payroll and loss control. Render Financial Systems Control services. Mange Banking and Tax services. Develop policies and strategies aimed at improving service delivery. Manage the resources of the Sub-Directorate.
ENQUIRES	:	Ms N Orrie Tel No: (033) 355 5432
NOTE	:	NB. Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests and will also be subjected to a technical assessment during the selection process.

ANNEXURE R

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

APPLICATIONS : The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions, as set out below: Should be uploaded via the following link https://erecruitment.mpg.gov.za

CLOSING DATE : 08 October 2026

NOTE : Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV only. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview following communication from the relevant HR section of the Department. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. 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 Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. 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. Enquiries should be directed to 013 766 5524/5175/5267/5458/5350: Ms. NP Magagula / Ms. SL Mkhatshwa / Ms. SR Ndzinisa / Mr. X Sifunda, YT Mthethwa - HR Recruitment.

MANAGEMENT ECHELON

POST 33/171 : **DEPUTY DIRECTOR-GENERAL: OFFICE OF THE CFO REF NO: A6/106**

SALARY : R1 885 710 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

CENTRE : Head Office, Mbombela

REQUIREMENTS : An appropriate SAQA recognised Honors Degree or Post Graduate Diploma or equivalent qualification (NQF level 8) relevant to the specific field plus a minimum of 8 years experience at senior managerial level. Registration as CA (SA) would be an added advantage. Valid driver's license. Knowledge, skills, training and competencies required: Sound technical knowledge of GRAP (Generally Recognised Accounting Practices), which will encompass the transition to the accrual basis of accounting, performance budgeting and the Public Service Legislative Framework for Financial and Supply Chain Management. In depth knowledge and understanding of the provisions of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act. Sound knowledge of the Public Service Act and –Regulations, the Employment of Educators Act and other HR-related policy frameworks and practices. Sound knowledge of the strategic planning processes. Ability to provide sound technical advice on the performance of the departmental financial system to the Accounting Officer and Line Managers. Strong leadership ability in securing financial resources for the Department to adequately fund the Strategic Plan. Ability to capitalize on human potential and to build a strong financial delivery team. Advanced planning, organising and project management skills. Excellent verbal communication- and report writing skills. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further

information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

DUTIES : Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer. Ensure that the financial resources and assets of the Department are utilised effectively and economically to realize the objectives of the Strategic Plan. Provide technical advice to Line Managers to ensure the equitable allocation, maintenance and utilization of resources in line with the strategic objectives of the Department, legislative imperatives and good governance principles. Ensure compliance with the provisions of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act. Meet the reporting requirements and standards set in terms of the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring and evaluation, early warning and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles ensuring value for money. Oversee the budgetary process within the Department, exercise budgetary control and provide early warning arrangements at a strategic level. Develop and facilitate the implementation of Supply Chain Management Systems consistent with legislative and other good governance arrangements. Oversee the preparation and submission of the annual financial statement and liaise with the Auditor General in this regard. Oversee the rendering of diverse HR Management-, labour relations and HR development services within the Department.

ENQUIRIES : Ms LH Moyane Tel No: (013) 766 5520

NOTE : The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.

POST 33/172 : **CHIEF DIRECTOR: HR MANAGEMENT REF NO: A6/107**

SALARY : R1 554 696 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

CENTRE : Head Office, Mbombela

REQUIREMENTS : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at senior managerial level. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of the relevant policy frameworks including the Public Service Act and Regulations, the national and provincial HR and IT policy frameworks, PFMA and Financial Regulations, as well as the legislation and policies governing the provisioning, employment and conditions of service of educators. Extensive and credible experience in the application of systems, processes, procedures and best practices in the areas of human resource management and labour relations. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Planning, organising and project management skills. Excellent leadership and managerial skills. Ability to develop logical frameworks and other models. Ability to develop and adhere to work schedules and to work under pressure. Developed computer literacy. Willingness to travel and work beyond normal working hours. Valid driver's license. Shortlisted candidates will be subjected

to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

DUTIES : Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for the rendering of human resource management-, labour relations as well as human resource development services. Manage HR planning and -provisioning, remuneration and -performance matters. Manage labour relations, as well as matters related to incapacity, inefficiency and misconduct. Manage the rendering of human resource development services. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Contribute to the strategic direction of the Department. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Empower staff within the component through coaching, development and skills transfer. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality.

ENQUIRIES : Ms LH Moyane Tel No: (013) 766 5520

NOTE : The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.

POST 33/173 : **DIRECTOR: INCLUSIVE EDUCATION AND EDUCATION SUPPORT REF NO: A6/108**

SALARY : R1 317 384 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

CENTRE : Head Office, Mbombela

REQUIREMENTS : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Knowledge of and experience in high level planning and management. He or she will provide strategic leadership in the Directorate. Knowledge of government and departmental policies as well as proven ability to work as part of a team. Competencies: In depth knowledge and understanding of all legislation related to the Public Service and the education sector. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Ability to capitalize on human potential and to build a strong team. Strong leadership ability. Advanced planning, organisational and project management skills. Sound analytical and problem-solving skills. Ability to develop logical frameworks and other planning models. Sound financial management skills. Proven ability to communicate effectively with a broad spectrum of role players, both in writing and verbally. Excellent report writing skills. Excellent networking skills. Willingness to travel

and work beyond normal working hours. Ability to maintain the required level of information confidentiality and security. Good computer user skills. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

DUTIES : The Department of Education seeks to employ a dynamic leader as Director for the Inclusive Education Directorate. The successful candidate will take responsibility for the development and maintenance of policy, programmes and systems for inclusive education. He or she will also be a member of the management structure of the Department, and will be expected to contribute at that level. The Directorate is responsible for a range of functions, including: Development, evaluation and maintenance of policy, programmes and systems for; ordinary learners, learners with special learning needs and, psychological, guidance and social support programmes. Design systems to improve the efficiency and productivity of the Directorate. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. Empower staff within the component through performance management, coaching, development, and skills transfer.

ENQUIRIES : Mr ER Nkosi Tel No: (013) 766 0918

NOTE : The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.

POST 33/174 : **DIRECTOR: PUBLIC EXAMINATIONS REF NO: A6/109**

SALARY : R1 317 384 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs

CENTRE : Head Office, Mbombela

REQUIREMENTS : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments

to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

DUTIES : Manage the examination administration system including certification- and logistical services. Manage the rendering of IT and data management support systems and examination administrative support services. Manage and co-ordinate the development and editing of question papers. Manage production of question papers and manage the overseeing of marking processes of content- languages and technical subjects. Manage the rendering of examination policy compliance and district co-ordination services. Identify and resolve examination irregularities. Manage GET and FET examinations as school based assessments. Manage the rendering of general administration- as well as risk and security services. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. The appointee will be a member of the management echelon of the Department of Education and will be expected to contribute at that level.

ENQUIRIES : Mr ER Nkosi Tel No: (013) 766 0918

NOTE : The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.

OTHER POSTS

POST 33/175 : **DEPUTY DIRECTOR: FINANCIAL SERVICES (INFRASTRUCTURE–DORA) REF NO: A6/110**

SALARY : R932 292 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

CENTRE : Head Office, Mbombela

REQUIREMENTS : Appropriate degree (NQF 7) in Commerce or Accounting or Economics and five (5) years' relevant post-qualification (after completing qualification) experience. Computer literate. Understanding financial management as implemented in the Government and within the context of infrastructure budgeting and spending. Valid driver's license. Computer literacy. 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.

DUTIES : Give direction to and coordinate all Financial Management functions for the Chief Directorate including all financial issues and supply chain management issues pertaining to infrastructure projects/programmes. Extract, analyse and validate financial information for infrastructure projects/programmes. Provide financial administration services for all infrastructure Programmes and Projects. Prepare financial reports. Provide budget administration services. Update and maintain a document management system for all financial documentation.

ENQUIRIES : Mr KM Mathebula Tel No: (013) 766 5408

NOTE : Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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

POST 33/176	:	**DEPUTY DIRECTOR: S/DIR: ECD CENTRES - CONDITIONAL GRANT (PROV MANAGER E-CARES) REF NO: A6/116** (3 Year Contract Post)
SALARY	:	R932 292 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
CENTRE	:	Head Office, Mbombela
REQUIREMENTS	:	An undergraduate qualification (NQF 7) as recognised by SAQA in the relevant field or equivalent qualification. Minimum of 5 years' relevant experience in an ECD environment. Valid driver's license. Knowledge of the key challenges in the ECD sector and how these can be mediated to improve the quality of learning outcomes in schools and to contribute to success in later life. Knowledge of the key business processes in the ECD sector, including registration, subsidy management and reporting processes to accurately diagnose execution strengths and weaknesses, identify key issues, and develop implementation plans. Knowledge of and ability to work with critical stakeholders within the ECD sector to strengthen the implementation of Early Childhood Development programmes. Experience in all processes required in project management to deliver projects according to plans, time and budget. Ability to translate strategy into operational reality, including breaking down strategies or programme initiatives into key tasks and identifying accountabilities. Ability to align communication, people, culture, processes, resources and systems to ensure effective implementation and delivery of required results. Ability to write clearly and understandably. Good and functional knowledge of Government prescripts, knowledge of monitoring, evaluation and reporting systems and processes. Good interpersonal relations and the ability to handle pressure. Condition: Appointment will be subject to competency assessment. 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.
DUTIES	:	Gather national business process reform plans and interpret them in line with provincial requirements. Facilitates the adaptation of the national plans to develop integrated provincial implementation plans on ECD registration, infrastructure support, subsidy management and quality assurance and support. Coordinates the development, execution and monitoring of provincial Silver/Gold registration and subsidy implementation plans across all districts. Enables and support execution of the Provincial Programme Management Unit (PPMU) governance structures and processes to ensure effective and efficient execution of integrated provincial registration, infrastructure support and subsidy plans. Plans, coordinates and facilitates all training related to new ECD business processes at the provincial and district level. Coordinates all planned engagements of key departments and sector stakeholders critical towards the delivery of new ECD business processes. Coordinates ECD programme support requirements from district officials and supporting functional departments. Coordinates execution of stakeholder identification, engagements and communication through new and/or standard provincial communication channels with departmental internal communication team and existing district communication or engagement platforms (example- ECD forums, community forums etc.). Monitors provincial plans and tracks implementation of plans for all related districts. Consolidates provincial reports by facilitating inputs from district supervisors and functional leads. Monitors dashboards and ensures weekly results/updates are published and shared with districts.
ENQUIRIES	:	Mr. EK Siwela Tel No: (013) 766 5922
NOTE	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.

POST 33/177	:	**DEPUTY DIRECTOR: S/DIR: ECD CENTRES - CONDITIONAL GRANT (SYSTEM MANAGER E-CARES) REF NO: A6/117** (3 Year Contract Post)
SALARY	:	R932 292 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
CENTRE	:	Head Office, Mbombela
REQUIREMENTS	:	A SAQA recognised three-year post-matric qualification (NQF Level 7) in Information Systems / ICT / Computer Science / Data or related field. 7 years' relevant experience in Systems Administration and user support. Valid driver's license. Knowledge of Cloud-based system operations. Knowledge of the provincial EMIS environment and/ or ECD system landscape. Knowledge of database management. Knowledge of business intelligence reporting. Skills should include User Acceptance Testing (UAT) and training facilitation as well as data reporting and system usage monitoring. Strong analytical, data manipulation and reporting skills (Excel advanced level). Ability to coordinate multi-level stakeholders (national, provincial, district). Problem-solving ability, attention to detail, customer service orientation. Ability to work independently and travel extensively. Condition: Appointment will be subject to competency assessment. 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.
DUTIES	:	Provincial eCares system use and performance management. Leading provincial support for system usage, performance and adoption. Monitoring user compliance with system functionality and data workflows. Advocating system utilisation for decision-making. User support and access management. Managing first line helpdesk support for PED users. Managing user access, roles and permissions. Escalating issues promptly to national and service providers. User training and capacity building, which entails conducting ongoing training on: New releases; Functional improvements; Reporting and dashboards. Supporting districts and circuits to drive usage. Leading provincial testing of system releases and updates. Developing test plans, recording User Acceptance Testing (UAT) outcomes, and submit feedback to developers. Validating system enhancements before deployment. Identifying and resolving technical issues affecting provincial users. Maintaining alignment between eCares and EMIS Masterlists. Validating EMIS number allocation in eCares. Supporting provincial reporting needs and accuracy.
ENQUIRIES	:	Mr. EK Siwela Tel No: (013) 766 5922
NOTE	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.
POST 33/178	:	**ASSISTANT DIRECTOR: S/DIR: ECD CENTRES - CONDITIONAL GRANT (DATA QUALITY MANAGER E-CARES) REF NO: A6/118** (3 Year Contract Post)
SALARY	:	R487 197 per annum, plus 37% in lieu of benefits
CENTRE	:	Head Office, Mbombela
REQUIREMENTS	:	A SAQA-recognised three-year post-matric qualification (NQF L6 or higher) in Data Management, Information Systems, Statistics, Social Sciences, Monitoring and Evaluation or a related field. Five years' experience in data management, data quality assurance, monitoring or system support. Experience in the education sector data (e.g., EMIS) or ECD programmes is beneficial. Knowledge of database management. Knowledge of business intelligence reporting. Strong proficiency in Microsoft Excel and data validation. Strong proficiency in Business Intelligence tools (e.g., Power BI, Tableau) is advantageous. Command of basic database and reporting processes. Ability to support end-users and provide helpdesk-style guidance. Good communication (verbal and written) and stakeholder coordination skills. Strong problem-solving skills, attention to detail, and ability to work independently. A valid driver's licence and willingness to travel provincially. 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.

DUTIES : Monitoring and improving accuracy, completeness and consistency of ECD data in the Early Childhood Administration and Reporting System (eCares). Supporting district and provincial users with data entry, uploads, corrections and troubleshooting. Conducting data quality checks and implementing improvement measures. Maintaining records of discrepancies, resolutions and reporting artefacts. Supporting the preparation of routine provincial and district reports. Conducting and supporting user training and capacity-building. Promoting the utilisation of dashboards and reports for planning and service delivery. Supporting user access management and assisting with system usage queries. Collaborating with national, provincial and district stakeholders to drive improved data quality practices. Conducting or supporting training sessions (virtually and in-person) for provincial and district users on data quality requirements (working with a provincial training team). Reinforcing the importance of accurate data entry and maintenance. Sharing tips and guidance for improving data quality. Designing and implementing data quality and completeness reviews. Advocating for the use of eCares reports and dashboards to support ECD operations and planning. Advocating and training provincial and district users in using reports and dashboards to support their operations and planning for ECD, including data collection where appropriate. Ensuring that reports and new plans are prepared with enough lead time to get the necessary approvals.

ENQUIRIES : Mr. EK Siwela Tel No: (013) 766 5922

POST 33/179 : **SENIOR ADMIN OFFICER: S/DIR: ECD CENTRES - CONDITIONAL GRANT (SUPPORT SYSTEMS E-CARES) REF NO: A6/119**
(3 Year Contract Post)

SALARY : R413 001 per annum, plus 37% in lieu of benefits
CENTRE : Head Office, Mbombela
REQUIREMENTS : Relevant post-school qualification in Information Systems, Education, Data Analysis, Public Administration, or related field. Experience supporting system rollouts, training, or user support (preferably in education or ECD). Computer literacy and confidence working with digital systems. Willingness to travel within the district and work directly with users on-site. Strong computer literacy (MS Office, online systems, data entry platforms). Practical experience using information systems or databases. Intermediate data analysis and reporting skills. Training facilitation and user support skills. Document management and verification. Strong computer and digital literacy skills, with the ability to confidently use multiple systems and applications. Data analysis and reporting skills at an intermediate level, including identifying trends, gaps, and inconsistencies. Training facilitation and user support skills, including the ability to explain technical concepts in a clear and practical manner. Problem-solving and analytical thinking skills, with the ability to develop practical solutions to operational and system-related challenges. Effective verbal and written communication skills suited to engagement with district officials and ECD service providers. 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.

DUTIES : Provide first-line support to district officials and ECD centres on eCares usage, data capture, and troubleshooting. Provide technical support to users with data collection, document uploads, enrolment updates, and system transactions. Escalate unresolved technical issues to provincial or national support structures where required. Support continuous improvement of training approaches based on user feedback and district user needs. Promote a culture of data use, learning, and accountability within district ECD structures. Provide data management and maintenance support to district users.

ENQUIRIES : Mr. EK Siwela Tel No: (013) 766 5922

ANNEXURE S

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

APPLICATIONS : The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, OR email to the relevant e-mail address associated with the post applied for. Non-compliance will lead to disqualification.

FOR ATTENTION : Kegomoditswe Makaota Office Tel No: (018) 200 8258

CLOSING DATE : 28 September 026 at 15H30

NOTE : This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications. African Females for Persons with Disabilities on salary levels 8 to 10; African Females on salary levels 11 to 13. Indian Males on salary levels 7 to 12 positions. Candidates within these categories are encouraged to apply. Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Major subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A: All fields must be fully and accurately completed. Parts B: Date of birth and ID number are compulsory, and other fields on Part B, Part C, D, E, F and G may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit copies//proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA website, www.dpsa.gov.za Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications (i.e Candidates must submit a separate application for each post indicating the Centre and Reference number). Non-compliance will lead to disqualification. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. 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 selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a

positive qualifications verification as well as security clearance. 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 exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: https://www.thensg.gov.za. The appointee to SMS post must be in possession of such, prior to taking up the post.

ERRATUM: Kindly note that the position of Deputy Director: Crime Prevention Partnerships Ref No: 02/2026/2027; Deputy Director: District Corporate Services Ref No: 05/2026/2027; Assistant Director: District Corporate Services Ref No: 11/2026/2027; Assistant Director: SHERQ Management Ref No: 12/2026/2027; Personnel Practitioner: Health and Productivity Management- Ref No: 21/2026/2027, advertised in the Public Service Vacancy Circular 31 dated 28 August 2026 with the closing date of 11 September 2026 are withdrawn and re-advertised in this circular. Candidates who previously applied are encouraged to re-apply.

OTHER POSTS

POST 33/180 : **DEPUTY DIRECTOR: CRIME PREVENTION PARTNERSHIPS REF NO: 25/2026/2027**

Directorate: Crime Prevention Partnerships

(Re-advertisement, Candidates who previously applied are encouraged to re-apply.)

SALARY : R1 101 468 per annum (Level 12), Total package

CENTRE : Bojanala

REQUIREMENTS : Grade (12) certificate or equivalent plus three (3) year National Diploma/ Degree (NQF level 6/7) in Social Sciences, LLB, Development Studies, Policing and Community Development. Five (5) years' relevant work experience within safety and security environment of which three (3) to five (5) of experience in a junior management (Assistant Director) level. Valid Code EB (08) Driver`s License. Knowledge: Knowledge and Understanding of the Integrated Crime and Violence Prevention Strategy, Knowledge of the White Paper on Safety and Security, Knowledge of the SAPS Act, Knowledge of the Civilian Secretariat Act, Knowledge of Public Service Act and Regulations. Public Service Code of Conduct Understanding of Public Financial Management Act. Intergovernmental Relations Framework Act. Skills: Community Mobilisation. Stakeholder management and cooperation. Coordination and facilitation. Negotiation and resource mobilisation. Interpersonal and Advanced Report Writing. Programme and project management skills. Client orientation and customer focus. Basic research and data analysis skills. Ability to interpret policies. Facilitation and Good presentation skills. Good verbal and written communication. Planning, Organisation, and Leadership. Ability to function independently and as a team. Willingness to travel and work irregular hours. Problem-solving skills and decision-making. Conflict Management and Change Management skills. Computer literacy (Microsoft, Excel and PowerPoint).

DUTIES : Develop and review community outreach programmes. Enhance the quality and accessibility of safety programmes. Encourage dialogues on safety and crime prevention. Initiate and coordinate crime prevention programmes. Coordinate the development, implementation and review of Provincial Crime Prevention Strategies. Promote community participation in crime prevention initiatives. Coordinate the development and evaluation of safety models. Promote community Police relations. Establish, Monitor and Enhance community safety structures. Establish and promote public –private

partnerships. Manage key performance responsibilities of the managed. Monitor and report on the sub-directorate resources, provide support on compilation of expenditure budget, reporting of costs on activities and assist in the development of sub-directorate budget tool.

ENQUIRIES : Ms. KF Nchoe Tel No: (018) 200 8096/8097, CSTMrecruitment25@nwpg.gov.za

POST 33/181 : **DEPUTY DIRECTOR: DISTRICT CORPORATE SERVICES REF NO: 26/2026/2027**
Directorate: District Operations
(Re-advertisement, Candidates who previously applied are encouraged to re-apply.)

SALARY : R932 292 per annum (Level 11), Total package
CENTRE : Ngaka Modiri (X1 Post)
DR Keneth Kaunda (X1 Post)
DR. Ruth Segomotsi Mompati (X1 Post)
REQUIREMENTS : Grade 12 Certificate and three (3) year National Diploma/Degree in Human Resource Management /Public Management /Public Administration/ Finance/ Accounting/ Financial Management/ Supply Chain Management/ (NQF level 6/7). Minimum of Five (5) years relevant working experience in Human Resource Management/Supply Chain Management/Financial Management environment coupled with at least three (3) years in a Junior Management Level (Assistant Director). Valid Driver`s License. Knowledge: Knowledge of PERSAL system, Knowledge of Walker Financial Management System, Knowledge of HRM matters and Regulatory Frameworks and Acts, Knowledge of Legislations/Acts governing SCM (PPPFA, PFMA & Treasury Regulations) and Public Service Acts. Skills: Computer Literacy (MS Word, Excel, Power Point). Report Writing. Change Management. Good stakeholder engagement skills.
DUTIES : Coordinate and manage Human Resource Management support services in the District. Coordinate and manage Financial Management Services in the District. Coordinate and manage Supply Chain Management Support services in the District. Provide strategic leadership in the District. Compile reports. Manage the key areas of subordinates.
ENQUIRIES : Dr. MG Marindi Tel No: (018) 200 8060, CSTMrecruitment26@nwpg.gov.za

POST 33/182 : **ASSISTANT DIRECTOR: DISTRICT CORPORATE SERVICES REF NO: 27/2026/2027**
Directorate: District Operations
(Re-advertisement, Candidates who previously applied are encouraged to re-apply.)

SALARY R487 197 per annum (Level 09)
CENTRE Ngaka Modiri (X1 Post)
Dr Keneth Kaunda (X1 Post)
Dr Ruth Segomotsi Mompati (X1 Post)
Bojanala (X1 Post)
REQUIREMENTS : Grade 12 Certificate and Three (3) Year National Diploma / Degree in Human Resource Management / Public Management / Public Administration / Finance/ Accounting / Financial Management / Supply Chain Management. Three (3) to five (5) years relevant working experience in Human Resource Management / Financial Management/Supply Chain Management environment of which Two (2) years must be in a supervisory (salary level 7/8) level. Valid Driver`s License. Knowledge: Knowledge of PERSAL system, Knowledge of Walker Financial Management System, Knowledge of HRM matters and Regulatory Frameworks and Acts, Knowledge of Legislations/Acts governing SCM (PPPFA, PFMA & Treasury Regulations) and Public Service Acts. Skills: Computer Literacy (MS Word, Excel, Power Point). Report Writing. Proven management ability and attributes of dynamic leadership skills.
DUTIES : Manage and administer Human Resource Management support services in the District. Manage and administer Financial Management Services in the District. Manage and administer Supply Chain Management Support services in the District. Compile reports. Manage the key areas of subordinates.
ENQUIRIES : Dr. MG Marindi Tel No: (018) 200 8060, CSTMrecruitment27@nwpg.gov.za

POST 33/183 : **ASSISTANT DIRECTOR: EAP COUNSELOR REF NO: 28/2026/2027**
Directorate: Human Resource Management

SALARY : R487 197 per annum (Level 09)
CENTER : Head Office (Mmabatho)
REQUIREMENTS : Matric (Grade 12) certificate plus Bachelor Degree of Social Work or Social Science, Registration with South African Council of Social Service Profession (SACCSP) or Health Professional Council (HPC). Three (3) to five (5) years' working experience in Employee Health and Wellness of which two (02) years must be at supervisory level. Knowledge: Knowledge applicable in the Employee Health and Wellness environment, public service acts, policies and other related prescripts, diversity and conflict management. Skills: Computer literacy (Microsoft office) Proven management ability and attribute of dynamic leadership skills. The ability to maintain positive interpersonal relations and work as part of a team as well as individually. Analytical skills and the ability to work under pressure. Problem solving abilities. Proven skills in respect of report writing. Strong liaison and negotiation skills, Counselling skills. Good written and verbal communication skills.
DUTIES : Provide psychological counselling to Departmental employees and their extended families, conduct economic, financial wellness programme, provide awareness and education on psychological problems, ensure work-life balance programme in the Department, manage human resource, financial resources and other resources in the Department, Assist in developing and implementation of EHW, Employee Health and Wellness Policies, Marketing of the Employee Health and Wellness (EHW) programmes, manage, coordinate and facilitate EAP, HIV/AIDS and transformation programme.
ENQUIRIES : Ms. IFK Selomane Tel No: (018) 200 8304, CSTMrecruitment28@nwpg.gov.za

POST 33/184 : **ASSISTANT DIRECTOR: CHAPLAIN REF NO: 29/2026/2027 (X2 POSTS)**
Directorate: Human Resource Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office (Mmabatho & Bojanala)
REQUIREMENTS : Matric (Grade 12) certificate or equivalent plus appropriate Diploma/Degree (NQF 6/7) in Theology. Three (3) to five (5) years relevant experience of which two (02) years must be at Supervisory (7/8) level. Good understanding of Integrated Employee Health and Wellness Strategic Framework of 2008, i.e. Pillars and Policies as outlined thereof. A valid driver's license. Knowledge: Practical application of Biblical knowledge and pastoral counselling, diversity management, leadership, planning and coordination of projects, understanding of ACTS, Policies, Regulations, Batho Pele principles and other related prescripts. Integrated Employee Health and Wellness programmes. Skills: Computer literacy (Microsoft office) Proven management ability and attribute of dynamic leadership skills. The ability to maintain positive interpersonal relations and work as part of a team as well as individually. Analytical skills and the ability to work under pressure. Problem solving abilities. Proven skills in respect of report writing. Strong liaison and negotiation skills. Good written and verbal communication skills.
DUTIES : Provide spiritual empowerment and emotional support to departmental personnel. Provide spiritual counselling and support during distressful conditions. Provide working link between the department and the local churches. Promote organisational wellness. Facilitate diversity programmes. Coordinate the management of departmental employee interaction events, develop and maintain an acknowledgement strategy.
ENQUIRIES : Ms. IFK Selomane Tel No: (018) 200 8304, CSTMrecruitment29@nwpg.gov.za

POST 33/185 : **ASSISTANT DIRECTOR: SHERQ MANAGEMENT REF NO: 30/2026/2027**
Directorate: Human Resource Management
(Re-advertisement, Candidates who previously applied are encouraged to re-apply.)

SALARY R487 197 per annum (Level 09)
CENTRE Head Office (Mmabatho)
REQUIREMENT : Matric (Grade 12) certificate plus appropriate Diploma/Degree (NQF level 6/7) as recognised by SAQA in Safety Management, Environmental Management/ Occupational Health and Safety. Registration with the relevant professional bodies for Occupational Health and Safety Practitioner/Occupational Health

Hygienist/South African Institute of Occupational Hygienist (SAIOH) Training in SAMTRAC will be an added advantage. Three (3) to five (5) years relevant experience which two (02) years must be at Supervisory (7/8) level. A valid driver's licence. Knowledge: Thorough knowledge of the legislative and regulatory environment informing workplace safety but not limited to: Good knowledge of the Occupational Health and Safety Act, 1993 Labour Relations Act,1995. Basic Conditions of Employment Act,1997. General knowledge of the health and safety environment and risk assessments. DPSA Employee Health and Wellness Strategic Framework and its Objectives. Knowledge of COID Act and PFMA. Skills: Proven report-writing and presentation skills. Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. The ability to maintain positive interpersonal relations and work as part of a team as well as individually. Analytical skills and the ability to work under pressure. Problem solving abilities.

DUTIES : Facilitate the implementation of Safety, Health, Environment and risk strategy and plan; Facilitate the implementation of risk management assessment and control; Facilitate the implementation of health and safety services; Facilitate the implementation of environmental management services; Maintain relations/partnership with relevant stakeholder; Manage human, finance and other resources. Supervision of subordinates.

ENQUIRIES : Ms. IFK Selomane Tel No: (018) 200 8304, CSTMrecruitment30@nwpg.gov.za

POST 33/186 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 31/2026/2027 (X2 POSTS)**
Directorate: Human Resource Management

SALARY : R487 197 per annum (Level 09)
CENTER : Mahikeng: Head Office
REQUIREMENTS : Matric (Grade 12) certificate or equivalent plus National Diploma / Bachelor's Degree (NQF6/7) /in Labour Relations / Labour Law / Industrial Relations. Valid Drivers License. Three (3) to five (5) years relevant working experience in the Field of Labour Relations of which two (2) years must be at a Supervisory (Salary Level 7/8) level. A valid drivers license. Knowledge: Through knowledge of Labour Legislations, Acts, Public Service Policies / Regulations and Collective Bargaining Agreements. Ability to work under pressure. The ability to develop and interpret policies. Skills: Computer literacy in Microsoft packages. Research, conflict resolution skills, interpersonal skills, communication (verbal and report writing). Analytic investigation and presentation skills.

DUTIES : Facilitate / investigate grievances. Investigate misconduct and conduct disciplinary hearings. Represent the employer at conciliations and arbitrations. Represent the department at Collective Bargaining structures and at the Provincial Labour Relations Forum. Compile various Labour Relations reports. Advise management on Labour Relations issues. Strike management. Manage the performance of personnel within the unit. Capacity building in the department.

ENQUIRIES : Mr. J Van Wyk Tel No: (018) 200 8078, CSTMrecruitment31@nwpg.gov.za

POST 33/187 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 32/2026/2027**
Directorate: Supply Chain Management

SALARY R487 197 per annum (Level 09)
CENTRE Head Office
REQUIREMENTS : Matric/Grade 12 and an appropriate bachelor's degree (NQF Level 7) in Supply Chain Management (SCM) Logistics Management / Financial Management. A minimum of 5 years work experience in Supply Chain Management. Three-year Supply Chain Management on supervisory level. Valid Driver's licence. Knowledge: Knowledge of Walker financial management system/ BAS, knowledge of legislative framework governing SCM. procurement business and ability to manage demand system and controls. Knowledge of Batho Pele Principles and application thereof. Knowledge of public service regulations Act. Skills And Competencies: Advanced computer literate and leadership abilities, interpersonal skill, written and verbal communication and conflict resolution skill. Excellent verbal and written communications skills, sound analytical / innovative thinking and problem-solving skills. Computer literacy. Strong

planning and coordination abilities. Ability to work under pressure and extended hours so as to meet the deadline dates. Knowledge and application of legislative frame works that governs Supply Chain Management in the Public Service environment.

DUTIES : Conduct total needs assessment within the Department. Manage implementation of Central Supplier Data Base. Conduct market, industry and commodity analysis and compile report for approval. Conduct trainings to all end users in relation to compilation of Demand and Procurement Plans for the Department. Compile memo to all End Users for submission of annual needs. Manage needs assessment performance in accordance with the framework. Compile Demand Management and Procurement Plan for the Department. Develop and maintain Demand Management and Procurement Plan for the Department. Implement Demand Management Plan and Procurement Plan for the Department. Implement Departmental Supply Chain Management policies, all legislative framework governing Supply Chain Management. Ensure the determination of specifications requirement are linked to the strategic Plan and budget of the Department. Perform membership position in Specification committee meetings. Manage Key performance areas of team members. Be involved in the budget projection of the unit. Compile Bid files for all procurement plan projects. Compile report progress of procurement plan on monthly and quarterly basis. Perform any task delegated by the supervisor.

ENQUIRIES : Ms. KL Lebotse Tel No: (018) 200 8130, CSTMrecruitment32@nwpg.gov.za

POST 33/188 : **SENIOR STATE ACCOUNTANT: SALARY ADMINISTRATION AND TAXATION REF NO: 33/2026/2027 (X2 POSTS)**

SALARY : R413 001 per annum (Level 08)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric or equivalent. Three (3) year degree or diploma in Financial Management, Accounting (NQF6/7) or equivalent qualification with Accounting as a module. Three (3) to Five (5) years' experience in Salary Administration environment of which Two (2) years must be at supervisory level. Introduction to PERSAL certificate and salary administration certificate is required. Tax calculations 1 certificate will be an added advantage. Knowledge: Public Finance Management Act (PFMA), Treasury regulations. Financial Manual, Basic Conditions of Employment Act and Guide on Managing Departmental Debt. Computer literacy – Word, Excel and PowerPoint are important. Working knowledge of government systems (PERSAL). Skills: Communication (written and verbal), Interpersonal relations. Flexibility and Teamwork. Computer skills, planning, and organization. Conflict management skills. Self-driven and results orientated, should be able to deliver under pressure.

DUTIES : Administer the payment of staff (Salaries and Allowances). Conduct calculations of over/under payments of salaries. Administer the stop order deductions from salaries. Ensure the safe custody of salary documents. Manage the performance of personnel within the unit.

ENQUIRIES : Mr. E Sekgaile Tel No: (018) 200 8315, CSTMrecruitment33@nwpg.gov.za

POST 33/189 : **PERSONNEL PRACTITIONER (HEALTH AND PRODUCTIVITY MANAGEMENT) REF NO: 34/2026/2027 (X1 POST)**
Sub-Directorate: Integrated Employee Health and Wellness
(Re-advertisement, Candidates who previously applied are encouraged to re-apply.)

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric (Grade 12) certificate plus three (3) years Degree or National Diploma in Human Resource Management/Public Management (NQF6/7). One (1) to two (2) years relevant experience. PERSAL certificate on leave Administration is required. Knowledge: Good knowledge on Incapacity Leave and Ill-health Retirement in the Public Service, Compensation for Occupational Injuries and Diseases Act, BCEA and Labour Relations Act. DPSA knowledge on Employee health and Strategic Framework of 2008. Skills: Planning and coordinating skills. Good communication skills, presentation skills and good interpersonal relationship, computer literacy. A valid driver's license.

DUTIES : Administration of Incapacity leave, ill-health retirement, occupational injuries and diseases. Capture data for occupational injuries, diseases and invoices on PERSAL. Make recommendations for Head of Department's approval and

process the outcomes of the employee's application for incapacity leave and ill-health retirement. Maintain register for Integrated Employee's applications and invoices. Provide Administrative support to the Sub-Directorate: Integrated Employee Health and Wellness. Assist in coordination of workplace in-house training workshop.

ENQUIRIES : Ms. IFK Selomane Tel No: (018) 200 8304, CSTMrecruitment34@nwpg.gov.za

POST 33/190 : **ACCOUNTING CLERK SUPERVISOR: PROVINCIAL REGISTERING AUTHORITY REF NO: 35/2026/2027**
Directorate: Transport Administration and Licensing

SALARY : R338 106 per annum (Level 07)
CENTRE : Ngaka Modiri Molema
REQUIREMENTS : Matric/Grade 12 or equivalent. Three (3) – Five (5) years relevant experience in NaTIS Motor Vehicle Administration environment. Valid driver's License. Competencies/Knowledge/Skills: Knowledge and understanding of the National Road Traffic Act 93 of 1996, Public Finance Management Act, Treasury Regulations and other Public Service related Legislation. Ability to work under pressure. Good written and verbal communication skills. Excellent time management skills. Computer literacy skills, problem solving and ability to work in a team as well as independently.
DUTIES : Render the supervision of service within the registering authority. Administer the registration and licensing of motor vehicles. Manage the collection of revenue for registration and licensing of motor vehicle. Perform daily and monthly reconciliation of NaTIS revenue collection. Administer the collection and allocation of face value documents. Ensure compliance to the National Road Traffic Act. Compile Sensitive Transaction Requests in accordance to the NaTIS Help desk requirements. Ensure that all NaTIS equipment and materials are available at all times. Supervise the performance and development of staff at the registering authority. Compile monthly financial and non-financial reports. Supervise the key responsibilities of staff.
ENQUIRIES : Ms. L. Segopolo Tel No: (018) 388 1232, CSTMrecruitment35@nwpg.gov.za

POST 33/191 : **HUMAN RESOURCE CLERK SUPERVISOR: ESTABLISHMENT REF. NO: 36/2026/2027**
Directorate: Human Resource Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office
REQUIREMENTS : Grade 12 certificate or equivalent with three (3) to five (5) years of experience required in Human Resources Client Support and Establishment Administration. Introduction to PERSAL, PERSAL Establishment and PERSAL Personnel Administration Certificate. Knowledge: Knowledge and understanding of the legislative framework governing the Public Service Regulation, Public Service Act. Understanding of the legislative and regulatory framework that governs Human Resource Administration and PERSAL. Statistical analysis and Data Capturing (File transfer protocol, draw data from PERSAL into Excel) Skills: Verbal and written, Interpersonal relations, report writing, problem solving and analytical skills. Planning and organising, Teamwork, Flexibility and Conflict resolution
DUTIES : Maintain and update post establishment and data integrity in the Department. Provide internal and external HRM client support. Capture all establishment transactions on PERSAL. Capture placement of personnel according to Departmental Approved Structure. Create and amend post on the establishment according to Departmental Approved Structure and linking then accordingly, Prepare establishment reports, statistics and correspondence.
ENQUIRIES : Ms. A Mohlala Tel No: (018) 200 8260, CSTMrecruitment36@nwpg.gov.za

POST 33/192 : **ADMINISTRATION OFFICER: GENDER FOCAL POINT AND DIVESITY MANAGEMENT REF NO: 37/2026/2027**
Chief Directorate: Corporate Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office
REQUIREMENTS : Grade (12) certificate or equivalent, plus three (3) years National Diploma / Bachelors Degree in Public Management & Governance, Humanitarian Studies, Psychology, Social Sciences (NQF6/7), Certificate in Gender/Youth

Development/ Disability studies or related field. Two (2) to Three (3) years working experience in special programme/Gender Focal Point and Diversity Management environment. Knowledge: Sound knowledge of relevant legislations and policies, Transformation agenda in the public service, knowledge of International conventions/agreements on targeted groups. Skills: Excellent communications (written and verbal) skills, Good interpersonal skills, proven presentation skills, financial management and leadership skills, project management skills, Computer literacy (MS word, MS Power point, Ms Excel), Monitoring and evaluation and reporting skills, ability to conduct research, project management and administration skills, good organizational skills, Human relation skills, Problem solving and conflict resolution skills, service and result orientated. Ability to meet deadlines and work well under pressure. Ability to prepare reports and proposals. Ability to work independently and within a team.

DUTIES : Facilitate the implementation of Gender, youth, Children, Older persons and People with disabilities programmes. Coordinate implementation of Employment Equity in the Department. Provide administrative support for implementation of transformation workshops awareness programmes and meetings. Facilitate and identify transformation programmes and empowerment interventions. Support the implementation of transformation programmes and activities. Facilitate, monitor and evaluate on the attainment of policies, programmes, strategies and set departmental targets.

ENQUIRIES : Ms K Lephoi Tel No: (018) 200 8313, CSTMrecruitment37@nwpg.gov.za

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

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

CLOSING DATE : 28 September 2026, 17:00PM

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
ERRATUM: Kindly note that the advert for the Post 32/333: Assistant Manager Nursing (Primary Health Care) Nomzamo CDC, Khayelitsha/Eastern Sub-structure, Salary R785 568 per annum Centre: Nomzamo CDC advertised in the Public Service Vacancy 32 dated 04 September 2026, with reference number Post 32/333: Post has been cancelled.
Kindly note that the advert for the POST 32/331: Deputy Director: Employee Relations (Dispute Resolutions, Misconduct And Litigation) Directorate: Employee Relations, Salary R 932 292 per annum (A portion of the package can be structured according to the individual's personal needs.) Centre: Head Office, Cape Town (Stationed on the premises of Stikland Hospital) advertised in the Public Service Vacancy 32 dated 04 September 2026, with reference number Post 32/331: Post must be amended to include driver's licence.

OTHER POSTS

POST 33/193 : **MEDICAL SPECIALIST GRADE 1 TO 3 (INTERNAL MEDICINE)**
Chief Directorate: Rural Health Services

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

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Internal Medicine. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Internal Medicine. Experience: **Grade 1**: None after registration with the HPCSA as a Medical Specialist in Internal Medicine. **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 Internal Medicine. **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 Internal Medicine. Inherent requirement of the job: Performing commuted overtime and participation in the after-hours call system. A valid (Code B/EB) driver's license as well as willingness to travel. Competencies (knowledge/skills): Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits, research and publications. Experience in teaching, conducting and supervising research. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

DUTIES : Render an efficient, cost-effective high quality Internal Medicine service to patients managed by the hospital and district as the Rural East Ecosystem, by balancing throughput with quality. Always deliver service with professional and

ethical behaviour. Assist with effective and efficient administration of the Internal Medicine Department. Assist the Head of Department with specific projects relating to Antibiotic Stewardship, PPTC, Critical Care and Clinical Governance. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. -Assist with unit training commitments. Ensure the rational use of resources, participate in audits and Clinical Governance activities. Participate in Outreach and Support services, as needed, to the greater Rural East Ecosystem. Ensure good relations with patients, nursing staff, colleagues and referral services at tertiary and district hospital level. Adhere to requirements for all HR matters. Do appropriate clinical audits and research within the department to stay abreast of clinical development.

ENQUIRIES : Dr A Vermeulen Tel No: (044) 802-4529

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).

POST 33/194 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**
Chief Directorate: Metro Health Services

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

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in Psychiatry. Registration with a professional council: Registration with HPCSA, as 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 in Psychiatry, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee). **Grade 3**: A minimum of 10 years' appropriate experience as Medical Specialist in Psychiatry, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign-qualified employee). Competencies (knowledge/skills): Clinical experience in Psychiatry at district level services and clinical primary health care. Ability to render high-quality specialist level clinical care in the in- and out-patient setting, including good legislative & policy knowledge, medical record keeping, report writing and computer literate. Ability to balance the outputs of a large clinical workload with the teaching and supervisory requirements of the position. Strong administrative, managerial, communication and conflict resolution skills.

DUTIES : Clinical service delivery at specialist level across the full spectrum of district level Psychiatry, including wards, outpatients, Emergency Centre and specialised clinics at Khayelitsha District Hospital. Administrative & clinical governance including leadership, People Management processes, OPD management, data analysis, and quality improvement. Teaching, training and supervision of junior medical staff and students with participation in the hospital academic program as well as outreach supervision to primary health care nurse practitioners. Domain specific outputs and participation within the KESS ecosystem, including participation in and alignment with district-hospital-level services, referral facilities and Mental Health Care Review Board liaison.

ENQUIRIES : Dr A Martin Tel No: (021) 360-4427

NOTE : No payment of any kind is required when applying for this post. Advertised posts are linked to the Institution that forms part of the Ecosystem Services platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health

service delivery. 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 their 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). Candidates will be subjected to a written/practical and oral assessment.

POST 33/195 : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY)**

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

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Radiology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Radiology. **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 Radiology. **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 Radiology. Inherent requirement of the job: Valid (Code B/EB) driver's licence, willingness and ability to travel. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime and community outreach. Competencies (knowledge/skills): Ability to oversee and report on all radiological studies and procedures. Preferred special interest in musculoskeletal radiology. Work with a team of hospital clinicians to optimise patient services. Knowledge and understanding of relevant legislation, hospital procedures and policies. Excellent written and verbal communication skills.

DUTIES : Clinical imaging service provision in reporting and of all imaging modalities. Ensure maintenance of quality care standard in radiology services. Guide staff, teaching, training and supervision of staff. Efficient use of resources, manage assets, consumables and services effectively.

ENQUIRIES : Prof C Ackerman Tel No: (021) 938-5622

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 Medical Specialist in Radiology with the relevant council (including individuals who must apply for change in registration status)".

POST 33/196 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical 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: Commuted overtime is compulsory. Competencies (knowledge/skills): Sound clinical knowledge and skill in the assessment, diagnosis and evidence-based management of acute and chronic psychiatric disorders across inpatient and outpatient settings. Effective and efficient administration, including knowledge of the MHCA. Strong interpersonal, communication and leadership skills, with the ability to coordinate and manage a multi-disciplinary team. Teaching, training and clinical supervisory skills, applicable to the academic and clinical development of registrars and students. Knowledge of research methodology and clinical audit processes, with the ability to critically appraise and conduct applied clinical research. Sound clinical judgement and decision-making skills, with the ability to represent the department or unit at multi-disciplinary and clinical governance forums.

DUTIES : Clinical Service Provision, including oversight of Psychiatry Out-patients and the ECT service at GSH. Clinical Service Provision, including oversight and leadership of the in- and out-patient components of the Klipfontein mental health district. Teaching and Training/Supervision of Junior Staff, including registrars and students. Research and clinical audit activities. Effective and efficient administration of clinical records and patient reports. Support to the Head of Department and Head of Clinical Unit in meeting requirements of the overall service, including representing the Department at the GSH PTC.

ENQUIRIES : Prof J Joska Tel No: (021) 404 2164 or email: John.Joska@uct.ac.za

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

POST 33/197 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY)**

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

CENTRE : Tygerberg Hospital, Parow Valley

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

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

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

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

POST 33/198 : **REGISTRAR (MEDICAL) (RADIOLOGY) (X4 POSTS)**
(5-Year Contract)

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

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 Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training hospital but will be required to work across the distributed training platform. Valid (Code B/EB) driver's licence, willingness and ability to travel. Competencies (knowledge/skills): Primary Examination – Part 1 FC Rad (Diag.) SA. Supervised clinical experience in any aspect of diagnostic imaging. Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills. Appropriate general medical and radiology experience. Computer skills including typing, managing spreadsheets and using databases. Excellent verbal and written communication skills.

DUTIES : Provision of safe, comprehensive 24-hour tertiary level diagnostic service to patients at Tygerberg Hospital and associated training hospitals. Produce timeous and accurate radiological reports and assist in optimal workflow through imaging domains. Perform onsite after-hours duties as per call roster. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training medical students, nursing staff and radiographers. Learn critical skills required of Radiologist. Involvement in research/audits relating to Radiodiagnosis.

ENQUIRIES : Prof C Ackermann Tel No: (021) 938-9320

NOTE : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. -The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will

be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stelllenbosch University according to the yearbook and guidelines. “Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)”.

POST 33/199 : **MEDICAL OFFICER GRADE 1 TO 3 (ORTHOPAEDICS)**
Chief Directorate: Metro Health Services

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

CENTRE : New Somerset 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 Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa**. Grade 3**: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to work overtime when required. Willingness to work at the relevant institutions on the rotation platform. Competencies (knowledge/skills): Appropriate experience in providing Orthopaedic Surgical services. Ability to function in a team under pressure in a high volume, high stress environment. Computer Literacy. Appropriate experience in research methodology.

DUTIES : Clinical Service: Patient care: in-patient and outpatient management of orthopedic patients. Clinical Service: Operative (surgical) care of orthopedic patients, both elective and emergencies. Clinical governance, for example ensuring rational and cost-effective use of resources such as laboratory investigations, medications, consumables and equipment. Teaching: both formal and informal teaching to students. Innovation and Research within the orthopedic team. Leadership within the orthopedic and hospital team.

ENQUIRIES : Ms S Mears, email: Stewart.Mears@westerncape.gov.za

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

POST 33/200 : **ASSISTANT MANAGER NURSING (SPECIALTY: ICU)**

SALARY : R785 568 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC, in terms of R212 in Medical and Surgical Nursing Science: Critical Care Nursing (Adult) OR a 4-year Bachelor's Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Critical Care Nursing (Adult). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC. At least 6 years of the above period must be appropriate/recognisable experience after obtaining the post-basic qualification or a post-graduate diploma in the relevant 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 : 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). Co-ordinate, supervise and control nursing services in the ICU Department.
ENQUIRIES : Ms R Sutcliffe Tel No: (021) 404 2092
NOTE : No payment of any kind is required. Shortlisted candidates may be subjected to a competency test.

POST 33/201 : **CLINICAL PROGRAMME COORDINATOR (UNIT OF INFECTION PREVENTION AND CONTROL)**

SALARY : R571 161 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post for the incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the South African Nursing Council in General Nursing. Inherent requirement of the job: Ability and willingness to perform standby duties as the need arises. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organizational skills and the ability to function under pressure. Basic computer literacy skills. Good written and verbal communication skills. Knowledge and insight related to Infection Prevention and Control. Knowledge of relevant legislation and policy related to IPC within the Public Sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

DUTIES : Responsible for planning, managing, coordinating and maintaining an optimal Infection prevention and control service at Tygerberg Hospital. Identify the need for standards, policies and procedures regarding IPC. Participate in developing standards and monitor the implementation process. Effective management and utilization of resources to ensure operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

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

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

POST 33/202 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (HIV/AIDS)**
Chief Directorate: Metro Health Services

SALARY : R571 161 per annum

CENTRE : Michael Mapongwana CDC, Khayelitsha/Eastern Sub-structure

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years' appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid driver's license. Willingness to perform relief within the Facility. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Nursing 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.

DUTIES : Oversee and ensure fully functional health committees, including organising regular meetings, training members, and compliance with relevant health legislation. Manage human resources by maintaining a fully staffed CHC, coordinating staff training aligned with skills development plans, resolving labour relations issues, and monitoring absenteeism. Control and monitor financial resources by preparing balanced budgets, ensuring expenditure controls, meeting revenue targets, and complying with financial regulations. Supervise supply chain functions to maintain adequate stock of essential supplies, manage asset registers, ensure functioning equipment, and oversee government vehicle usage and servicing. Ensure accurate and timely health information management, including data quality checks, timely reporting, and optimal use of PHCIS systems. Promote quality of care through Batho Pele principles, ensuring health and safety standards, conducting monthly clinical audits (M&M meetings), and overseeing infection control and staff training initiatives.

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

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

POST 33/203 : **OPERATIONAL MANAGER NURSING: GENERAL (MEDICAL FEMALE: WARD)**
Chief Directorate: Metro Health Services

SALARY : R571 161 per annum

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. or 4-year Bachelor's Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional

Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work rotational shifts, including day and night duty, as well as weekends and public holidays in accordance with operational requirements. Competencies (knowledge/skills): Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills. Maintain constructive relationships with members of the multi-disciplinary team. Computer literacy and Appropriate financial management skills. The ability to communicate effectively (verbal and written).

DUTIES : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist an achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. interprofessional, inter-sectoral and multi-disciplinary teamwork). Participate in analysis, formulation and implementation of the nursing guidelines, practices, standards mandatory procedures. Manage and monitor proper utilization of human, financial and physical resources.

ENQUIRIES : Mr IH Plaatjies Tel No: (021) 360-4421

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

POST 33/204 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OPERATING THEATRE) (MATERNITY)**

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

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse .A post-basic nursing qualification with a duration of at least 1 year accredited with SANC, in terms of R212 in Medical and Surgical Nursing Science: Operating Theatre Or A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Peri Operative Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. Or A post graduate diploma accredited with the SANC in Peri Operative Nursing. Inherent requirements of the job: Willingness to assist in other units within the Maternity Block during emergencies. Willingness to work shifts, public holidays, after hours, night duty and weekend cover for nursing. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to stand for long hours and lift heavy equipment.

DUTIES : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Operating Theatre - Maternity. Utilize human, material and physical resources efficiently and effectively. Practice within the realms of IPC,OHAS, Risk Management, Quality Assurance, GSH hospital protocols, procedures and policies. Participate in research and training and development.

ENQUIRIES : Ms G Williams Tel No: (021) 404-4257

NOTE : No payment of any kind is required when applying for these posts. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are

submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 33/205 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE) (X2 POSTS)**
Chief Directorate: Rural Health Services

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

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre (R212). OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Perioperative Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre Nursing. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Expected to function rotate within the Functional Business Unit of Theatre. Competencies (knowledge/skills): Knowledge and understanding of nursing legislation and related legal and ethical nursing practices within a hospital environment. Critical thinking and good interpersonal skills. Excellent clinical skills.

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

ENQUIRIES : Ms HD O'Rie Tel No: (023) 348-1137

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

POST 33/206 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY) (X2 POSTS)**
Garden Route District

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
(plus, a non-pensionable rural allowance of 8% of the basic annual salary)

CENTRE : Riversdale Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. - or A 4 year Bachelor Degree

in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Emergency Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade** 2: A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, Sundays, public holidays, night shift and overtime to meet the operational requirements. 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. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Be knowledgeable about South African Triage Scale (SATS) and Emergency Nursing. Good communication skills (verbal and written). Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook).

DUTIES : Provide holistic specialized nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislation. Effective management and utilization of human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training, development and research within the nursing department. Provision of Support to Nursing Services.

ENQUIRIES : Mr NL Mphato Tel No: (028) 713 - 8643

NOTE : 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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications 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 or post-graduate diploma in the relevant specialty. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery."

POST 33/207 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY) (X2 POSTS)**
Chief Directorate: Metro Health Services

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

CENTRE : Western/Southern Sub-structure and Klipfontein/Mitchell's Plain Sub-structure (based at Bellville Health Park)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683+R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC Occupational Health Nursing Science. (R212). OR - A 4 -year Bachelor's Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. - A postgraduate diploma (R635) accredited with the SANC in Occupational Health Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in Occupational Health Nursing. At least 10

years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification or postgraduate diploma in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license. Required to travel to provide support within the geographical area of the Chief Directorate: Metro Health Services. Competencies (knowledge/skills): Practical knowledge of Occupational Health and Risk Management. Good understanding of the District Health Service (DHS). Knowledge of the ethical and legal framework of the Acts, Regulations, Rules, and policies that governs Occupation Health and Safety. Experience in OHS. Computer literacy skills (Microsoft Office).

DUTIES : Provide and maintain an effective Occupational Health and Safety Risk Management programme within the Metro District. Support the implementation of the immunisation and medical surveillance programmes for staff. Ensure an effective provision, coordination, and management of the clinical occupational health services. Ensuring effective administration of the occupational health service. Participate in Health Risk Assessments within the district. Assist in the competency and skill assessment, identification of the need and advice on the education and training of staff. Maintains a sound Continuous Professional development.

ENQUIRIES : Ms R Vallie Tel No: (021) 815-8685

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

POST 33/208 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (X2 POSTS)**
Cape Winelands Health District

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

CENTRE : TC Newman CDC (X1 Post) & Welington CDC (X1 Post), Drakenstein Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic qualification, with a duration of at least a 1-year diploma, in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R 48) OR a 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the South African Nursing Council as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirements of the job: A valid driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Ability to effectively communicate (written and verbal). Computer literacy (MS Word and Excel).

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

ENQUIRIES : Ms. J Bosch Tel No: (021) 862-4520
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: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 33/209 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)**
Cape Winelands Health District

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

CENTRE : Gouda Clinic, Drakenstein Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic qualification, with a duration of at least a 1-year diploma, in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R 48) OR a 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years of 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 Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Inherent requirements of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): NIMART training or experience. Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.
DUTIES : Assist with the management of the burden of disease in accordance with the guidelines and protocols of the Western Cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilisation of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.
ENQUIRIES : Ms EJ Williams Tel No: (021) 862-4520
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: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon

appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 33/210 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Cape Winelands Health District

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

CENTRE : Koue Bokkeveld Mobile, Witzenberg Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic qualification, with a duration of at least a 1-year diploma, in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R 48) OR a 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the South African Nursing Council as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the specific speciality. Inherent requirements of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): NIMART training or experience. Demonstrate in-depth knowledge of nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.

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

ENQUIRIES : Mr. L Wawini Tel No: (023) 316-9600

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: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 33/211 : **INDUSTRIAL TECHNICIAN CONTROL GENERAL ENGINEERING (BUILDING MANAGEMENT AND MEDICAL GAS)**

SALARY : R487 197 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: National Diploma in Electrical or Mechanical Engineering (T- or N- or S- Stream) or registration as Engineering Technician in terms of the Engineering Professions of South Africa Act, (Act 46 of 2000). Experience: Extensive appropriate experience in integrated Building Management Systems (BMS), CCTV, ICT operational monitoring and critical

infrastructure systems within a hospital or complex operational environment. Experience in operational coordination, incident management and infrastructure resilience planning. Project and contract management experience. Experience in a 24-hour operational or control room environment. Inherent requirements of the job: Able to perform standby and call-out duties. Able to work shifts in a 24-hour hospital environment. Valid driver's licence. Able to respond physically on-site during major incidents. Competencies (knowledge/skills): Sound knowledge of integrated control systems, including BMS, emergency power monitoring, fire detection interfaces and security monitoring systems. Knowledge of regulatory compliance frameworks including Occupational Health & Safety Act and applicable SANS standards. Understanding of structured incident management principles and the Incident Command System (ICS). Ability to coordinate multidisciplinary teams during operational disruptions and declared major incidents. Computer literacy (MS Word, Excel and Outlook). Strong analytical, planning and organisational skills. Good written and verbal communication skills. Ability to work effectively under pressure and maintain situational awareness in high-risk environments. 24-hour operational or control room environment experience.

DUTIES : Hospital Operations Command Centre Management: Manage and oversee the 24/7 operations of the Hospital Command Centre, ensuring continuous monitoring and operational readiness of all integrated systems including BMS, CCTV, ICT network monitoring, emergency power interfaces and contact centre infrastructure. Major Incident Command (ICS Bronze Commander): Function as Bronze Commander during declared incidents such as fires, flooding, power interruptions or ICT outages. Coordinate engineering, ICT, security and support services teams, escalate to Silver and Gold Command where required, and activate Business Continuity Plans in line with the Hospital Major Incident Plan. Regulatory Compliance and Governance: Ensure full compliance with statutory, regulatory and hospital engineering standards. Conduct compliance audits, manage vendor performance against SLAs, certify work completion and maintain accurate operational documentation. Risk, Incident and Communication Management: Lead investigations into system failures and infrastructure disruptions. Prepare and implement risk mitigation plans. Oversee inbound and outbound operational communications, including dispatch of engineering, security and support service teams. Leadership and Workforce Development: Supervise Command Centre personnel, manage shift rosters, implement SPMS processes, facilitate training and ensure compliance with HR and labour legislation.

ENQUIRIES : Mr L Naidoo Tel No: (021) 404-2263

NOTE : No payment of any kind is required when applying for these posts.

POST 33/212 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CARDIOLOGY) (X2 POSTS)**

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

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Cardiology. Registration with a professional council: Registration with the HPCSA as Clinical Technologist: Cardiology. Experience: **Grade 1:** None after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. - **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology 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: After-hours' service is

compulsory. Valid driver's license. Competencies (knowledge/skills): Advanced knowledge of Echocardiography, Hemodynamics and Cath lab work including IVUS and OCT and IABP therapy and hemodynamic analysis. Importantly you need to be very skilled in pacemaker implant testing and follow up of pacemaker, ICD'S and CRT devices. Need to do ECG Holter ECG, stress ECG and Dobutamine stress Echo. Relevant experience in all aspects of Cardiac Physiology. Emergency procedures and ACLS competency required.

DUTIES : Perform electrocardiograms (ECGs) on patients in laboratory, ward, and intensive care unit (ICU) settings to monitor and assess rhythm abnormalites. Conduct stress tests and exercise tolerance tests in laboratory settings to evaluate cardiac performance under physical exertion. Perform echocardiography (including transthoracic and transesophageal echocardiograms) on patients in Echo unit, ward, and ICU settings to assess heart structure and function. Carry out Holter monitoring and ambulatory blood pressure monitoring to evaluate cardiac rhythm and blood pressure over extended periods. Perform advanced cardiac diagnostic procedures, such as tilt table testing and cardiac event monitoring, in laboratory and clinical settings. Assist in cardiac catheterization procedures and other interventional cardiology procedures in the catheterization laboratory with regards to hemodynamics and emergency procedures. -Participate in intraoperative monitoring during pacemaker surgeries to ensure patient safety. Participate in research projects related to cardiology, contributing to advancements in cardiac care and technology. Engage in ongoing quality control and infection control measures to maintain high standards of patient care and safety. Train and mentor Clinical Technology students in cardiology, sharing expertise and practical knowledge. Perform administrative duties as assigned, including maintaining patient records, managing equipment, and ensuring compliance with clinical protocols.

ENQUIRIES : Mr J Steyn Tel No: (021) 938-4099 or email: Jan.Steyn@westerncape.gov.za

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

POST 33/213 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**
Chief Directorate: Metro Health Services

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

CENTRE : Lotus River Community Day Centre

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1**: None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in

respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: A valid driver's license. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal and communication skills. Ability to work independently and as part of a multi-disciplinary team. Reliable, articulate and able to interact with patients and other staff. An excellent work ethic.

DUTIES : Render Radiography services. Responsible for the smooth running of Radiography services at the Community Health Centre and other facilities. Delivery of a professional service to patients. Produce diagnostic images of high quality. Participate in student training if required. Ensure quality assurance and apply radiation protection. Perform administration duties as required. Provide comprehensive radiography services based on service requirements.

ENQUIRIES : Ms Z Sambo Tel No: (021) 703-3131, (Lotus River CDC).

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

POST 33/214 : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES (MENTAL HEALTH REVIEW BOARD)**
Directorate: Assurance (Specialised Hospital)

SALARY : R413 001 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualifications: Appropriate three-year National Diploma/Degree in administration/ procurement/ business/ health field (or equivalent). Experience: Appropriate experience in general office administration or business management environment. Appropriate experience in health administration. Inherent requirements of the job: A valid unendorsed (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Client and task orientated. Good team building skills within and outside the Mental Health Review Board. A sound knowledge of the functions and duties of Provincial Government Western Cape. A sound knowledge of the Mental Health Care Act 17 of 2002 and its Regulations. A sound knowledge of related prescripts and guiding documents, for example, PFMA, PAIA, POPIA, Public Service Act and Regulations, National Archives Act, Batho Pele Principles, Patients' Rights Charter. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and Office365. Creating and maintaining databases.

DUTIES : Provide technical and logistical support to MHRB by effective co-ordination of functions and services. Provide technical and logistical support to MHRB by effective co-ordination of functions and services. Effective communication, liaison and training to mental health care professionals, mental health care document coordinators and other organisations. Implementation, development and maintenance of effective information management systems for accurate data-capturing and reports. Management of allocated resources.

ENQUIRIES : Mr L Nabe Tel No: (021) 483-9259 / 081 0411 063

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

POST 33/215 : **SYSTEMS CONTROLLER (FINANCIAL SYSTEMS: BAS)**
Directorate: Financial Accounting

SALARY : R413 001 per annum
CENTRE : Head Office, Cape Town, Finance Section: BAS Helpdesk
REQUIREMENTS : Minimum educational qualification: An appropriate 3 - year National Diploma/Degree. Experience: Appropriate supervisory experience within similar environment. Inherent requirement of the job: Valid Code EB drivers' licence. Competencies (knowledge/skills): Extensive knowledge of Financial Systems: BAS & LOGIS. Leadership skills. Analytical Thinking. Planning and organisational skills. Diversity management. Report writing. Ability to work under pressure and meet deadlines. An aptitude for figure work. Meeting and presentation skills. Project Management skills.
DUTIES : Maintain and declare user account activity on BAS, security profiles/code Block. Monitor of source systems interfacing & system response. Liaise/interact with PT wrt system requirements & enhancements. Helpdesk Administration. Issue written/electronic financial system procedures/policies. Compile correspondences wrt A/G COMAF. Provide system input wrt disclosures relating to AFS. Provide training of sub-ordinates and BAS users.
ENQUIRIES : Ms A Van Niekerk Tel No: (021) 483-6754 or email: aakifah.vanniekerk@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post.

POST 33/216 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
West Coast District

SALARY : R413 001 per annum
CENTRE : Vredenburg Hospital, Saldanha Bay Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in Financial Management. Appropriate supervision experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel, willingness to support clinics within the Sub-district. Competencies (knowledge/skills): Organiational leadership skills and an aptitude for working with financial figures. Computer literacy (MS Word, Excel and Microsoft Office) with knowledge of LOGIS and BAS systems. Sound Knowledge of applicable policies (PFMA, AO System, Financial delegations/instructions and NTR) Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.
DUTIES : Responsible for Financial Administration (expenditure, Asset liability control, , verify and authorize and follow up on debt accounts and all other financial management responsibilities including draw and monitor expenditure reports and authorising payments on LOGIS and BAS and ensuring correct SCOA allocations. Supervise Supply Chain Management and Asset Administration by ensuring efficient application of procurement processes for all supply chain responsibilities including contract management. Ensure effective and efficient control over ordering and purchasing of goods and services. Execution of compliance control and effective reporting on financial statements, disclosure of assets, inventories and Financial and SCM indicators accurately and timely. Effective Utilization of Management of Subordinates, Management of Finance & SCM and provide support to supervisor including adhoc oversight on Revenue Management if needed.
ENQUIRIES : Mr RJ Meyer Tel No: (022) 709-7287
NOTE : No payment of any kind is required when applying for this post.

POST 33/217 : **SENIOR PERSONNEL PRACTITIONER (PEOPLE MANAGEMENT)**
Chief Directorate: Metro Health Services

SALARY : R413 001 per annum
CENTRE : Office of the Chief Directorate: Metro Health Services
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma or Degree. Experience: Appropriate experience of Personnel and Benefit Administration in the Public Service. Appropriate supervisory experience. Appropriate experience and knowledge of the PERSAL system. Inherent requirement of the job: Valid Driver's licence. Willingness to travel to institutions within the Chief Directorate. Competencies (knowledge/skills): Computer literacy in MS Office. Ability to work under pressure and meet deadlines.

DUTIES : Perform relief function at Health facilities in the absence of People Management Staff. Assist with People Management processes with regard to identified functions. Ensure rectifications of Auditor-General Reports as well as People Strategy Advisory Compliance reports, People Management Legislation, policies, practices and conditions of service and give guidance/advice to line managers. Perform client services function e.g. helpdesk regarding Conditions of Service. Identify training needs, implement programs for training of staff as well as conduct and facilitate. Provide formal functional training regarding the correct application of Human Resource Legislation, policies, practices and conditions of service.

ENQUIRIES : Ms L Du Plessis Tel No: (021) 815- 8752 or email: Leazille.DuPlessis@westerncape.gov.za

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

POST 33/218 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (X2 POSTS)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R338 106 per annum
CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate experience in Human Resource Management. Appropriate experience in the PERSAL system. Experience in all aspects of personnel and salary administration. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Willingness to travel Competencies (knowledge/skills): Computer literacy (MS Word, advanced Excel and PowerPoint). Ability to function as a team player, with or without supervision. Ability to function in a stressful environment and cope with a heavy workload. Project management knowledge and capabilities. Appropriate planning and administration skills. Knowledge of Human Resource Management Legislation and Policies.
DUTIES : Assist and support to clients, personnel, management, and supervisors. -Render effective support to the supervisor and colleagues. -Training and development of subordinates. -Approve PERSAL transactions. -Administer and ensure effective and efficient implementation of Human Resource Management policies and prescripts. -Responsible for the monitoring and evaluation of staff in terms of the Staff Performance Management Systems (SPMS). -Ensure effective Leave Management. -Maintain effective record keeping -Supervise, plan, and coordinate the section regarding the relevant policies, prescripts as well as financial instructions regarding personnel and salary administration, allowances, leave, service terminations, WCA, acting allowance, debt management, and administration of general service conditions in the staff office.
ENQUIRIES : Mr A Overmeyer Tel No: (021) 510-0012
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.

POST 33/219 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R338 106 per annum
CENTRE : Eerste River Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, Performance Management, HRD, labour relations and Recruitment and Selection). Appropriate experience in PERSAL. Inherent requirement of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Computer skills: MS office packages (Word, Excel, Power Point, Outlook) and PERSAL. Knowledge and experience to the duties and responsibilities of a Human Resource section. Knowledge of applicable policies, legislation, guidelines, standards, procedures and applicable practices.
DUTIES : Administer and ensure effective and efficient implementation of HRM policies, prescripts, approval of PERSAL transactions with regards to Personnel provisioning, Personnel and Salary administration. Supervise Administration Clerks to ensure effective functioning of the Human Resource Section, Administer and ensure effective and efficient implementation to appointments,

service terminations, salary administration and general service conditions, audit of leave and personnel files, debt management, pension administration and management of pay sheets, administration of OSD and Grade Progression, performance management and relevant reports. Administer and maintain an effective and efficient Recruitment and Selection service. Administer and maintain an effective and efficient Human Resource Development and labour relation service. Provide an effective support function to management and personnel.

ENQUIRIES : Mr J Levy Tel No: (021) 902-8077
NOTE : No payment of any kind is required when applying for this post.

POST 33/220 : **ADMINISTRATIVE OFFICER: EMPLOYEE RELATIONS**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R338 106 per annum
CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in an Employee Relations environment. Inherent requirement of the job: Valid Code B/EB driver's license. Willingness to travel. Ability to work independently and under pressure. Ability to work effectively within a team environment. Competencies (knowledge/skills): Labour legislation and collective agreements. Employee Relations management prescripts, policies, procedures and delegations. Relevant institutional, provincial and national legal and policy frameworks. Disciplinary, grievance and dispute resolution processes. Collective bargaining structures and labour relations practices. Computer literacy. Interpersonal and relationship management skills. Conflict management and negotiation skills. Decision-making and problem solving skills. Policy interpretation skills. Presentation and facilitation skills. Good verbal and written communication skills. Organisational and administrative skills. Ability to compile and analyse Employee Relations statistics and reports.
DUTIES : Provide advice, support and guidance to employees and supervisors on Employee Relations matters, labour legislation, collective agreements and departmental policies. Administer and monitor disciplinary cases and grievance procedures, including maintaining databases, registers and case records. Facilitate the effective functioning of the Institutional Management and Labour Committee (IMLC) through coordinating meetings, compiling agendas, recording minutes and maintaining labour relations statistics. Provide administrative and logistical support for Employee Relations training and development initiatives. Maintain and analyse Employee Relations statistics and compile reports for management and relevant stakeholders. Assist with the preparation of conciliation and arbitration matters, including the compilation of supporting documentation and maintenance of dispute registers. -Provide supervisory support to the Administrative Clerk and Intern and assist the Senior Administrative Officer with supervisory responsibilities. Promote compliance with labour legislation, collective agreements and departmental Employee Relations policies and procedures.
ENQUIRIES : Mr A Mniki Tel No: (021) 510-0004
NOTE : No payment of any kind is required when applying for this post.

POST 33/221 : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN (REVENUE)**
Chief Directorate: Metro Health Services

SALARY : R338 106 per annum
CENTRE : Western Cape Rehabilitation Centre (Orthotics and Prosthetic Centre)
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as 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 Revenue (Patient Administration and medical records). Appropriate experience in a hospital administration environment. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Expected to travel between O&P Centre, Western Cape Rehabilitation Centre and Brackengate Transitional Care Facility to provide support when operationally required. Competencies (knowledge/skills): Computer literacy in Microsoft Office (MS Word, Excel, Outlook, Access). Workable knowledge of AR System, Clinicom, BAS as well as knowledge of UPFS, Chapter 18, PFMA, handling of state money, patient

records management and all circulars, instructions and policies related to the above. Good supervisory, interpersonal, leadership and communication skills and a strong sense of responsibility. Good organizational and administrative skills and the ability to function in a team and under pressure.

DUTIES : Manage Patient Administration Services and Medical Records with the aim of enhancing data quality and patient information and records according to Finance instruction, circulars, and policies. Manage the fees department and ensure implementation and compliance with relevant Finance Instructions, Revenue notices, SOP's and PFMA as well as conducting and attending meetings and forums. Effective management of Revenue debt and budget control. Ensure completion and submission of monthly reports and provide feedback to management. Ensure effective Human Resources Management, which includes the management of disciplinary procedures as well as supervision and evaluation of staff under your control. Support with security contract and telecommunication service request and repairs. Provide support to management and staff as service delivery needs arise.

ENQUIRIES : Mr. BJ Mlambo Tel No: (021) 531-5300

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

POST 33/222 : **ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Chief Directorate: Metro Rural Services

SALARY : R338 106 per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate National Diploma (NQF6) or equivalent. Experience: Appropriate experience in Information Management within a health provider environment. Inherent requirements of the job: Valid driver's licence. Willingness to travel and work overtime if needed. Competencies (knowledge/skills): Good working knowledge and experience in Health Information Systems (SINJANI; Clinicom; ECCR, Hectis and SPV. Advanced computer literacy in MS Windows (Word, Excel, PowerPoint & Outlook). Logical thinker with attention to detail and ability to produce accurate and reliable outputs in a deadline-driven environment.

DUTIES : Data Management and Quality Assurance: Ensures the accuracy, quality, and compliance of healthcare data through validation, auditing, reporting, and adherence to prescribed standards, while supporting data users and continuous quality improvement. Monitoring and Evaluation: Analyses health data, monitors performance, and supports informed decision-making and quality improvement. Information Systems Management: Manages hospital information systems by supporting users, monitoring data quality, controlling system access, and ensuring compliance. IT Support and Coordination: Provides IT support, manages helpdesk requests, maintains IT assets, and ensures system compliance and continuity. Line Function and Staff Supervision: Supervises staff performance and development while ensuring effective operations and compliance with HR policies. Support to Supervisor: Ensures service continuity by acting for the supervisor when required and supporting stakeholder coordination.

ENQUIRIES : Mr A Hartnick Tel No: (023) 384-6417

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

POST 33/223 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (LOSS CONTROL AND ASSET MANAGEMENT)**
Chief Directorate: Metro Health Services

SALARY : R338 106 per annum

CENTRE : Office of the Chief Directorate: Metro Health Services

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/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 Asset Management, Supply Chain Management and Procurement processes. Appropriate experience in LOGIS, EPS and Asset reporting. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Willingness to lift heavy boxes and equipment. Competencies (knowledge/skills): In depth knowledge of SCOA codes and reports on LOGIS and able to do reconciliations. Organisational, managerial, leadership skills and an aptitude for working with financial figures. Good interpersonal and organisational skills.

Good strong people management skills, ability to work in a team context and motivate team members. Computer literacy in Microsoft Office. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Supply Chain Instructions as well as Accounting Officer System.

DUTIES : Effective management, procuring and monitoring of Inventory and Asset Management process and prepare documents for the Quotation Committee meetings. Perform asset stock take according to prescripts. Responsible for receiving, issuing and lifting of heavy items/assets. Perform relief duties and provide an effective support service to supervisor, management and institutions within Metro region. Manage staff in Supply Chain component in all aspects of People Management. Ensure that all transactions comply with legislative requirements (Audit compliance). Assist with the reporting of Annual and Interim Financial Statements, compiling and verifying asset reports monthly including reconciliations. Authorise Procurement Advice, Orders and Payments where applicable. Handle all queries related to SCM and execute control compliance related to SCM. Ensure sound Labour practices are executed and implemented.

ENQUIRIES : Ms C Whitting Tel No: (021) 815-8733

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

POST 33/224 : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN (SUPPLY CHAIN MANAGEMENT)**
Central Karoo District

SALARY : R338 106 per annum

CENTRE : Beaufort West Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management (warehouse and asset management) and Finance processes. Appropriate working experience in LOGIS system & EPS. Inherent requirement of the job: Valid (Code B) driver's licence and willingness to drive. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Power point). Appropriate knowledge of the Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, Accounting Officer System and Delegations. Good communications skills (verbal and written) and leadership abilities. The ability to meet deadlines and complete tasks under extreme pressure.

DUTIES : Inventory control and warehouse management. Perform LOGIS system controller functions. Ensure that all transactions comply with legislative requirements (audit compliance). Manage the LOGIS system and the approval of transactions and drawing of related reports. Handle audit queries with regards to SCM. Assist with financial procedures and reporting on Annual and Interim Financial Statements. Asset management of the Central Karoo District.

ENQUIRIES : Ms E Abrahams Tel No: (023) 414 - 8200

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

POST 33/225 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
Cape Winelands Health District

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

CENTRE : Franshoek Groendal CDC, Stellenbosch Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1**: None **Grade 2**: A minimum of 10 years appropriate/recognisable 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 requirements of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to effectively communicate (verbal and written). Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do and track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.

DUTIES : Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.

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

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

POST 33/226 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (PRIMARY HEALTH CARE)**
Overberg District

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

CENTRE : Overstrand PHC Support and Outreach

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None **Grade 2**: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Valid (Code B/EB/C1) driver's licence. Willingness to work overtime when necessary. Competencies (knowledge/skills): Basic computer skills in MS Word, Excel, Outlook. Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. NIMART, BANC trained or experience.

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

ENQUIRIES : Mr M Magele Tel No: (028) 312-1012
NOTE : No payment of any kind is required when applying for this post. Candidates will be required to undergo a competency 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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 33/227 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: CLINICAL TRAINER)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2**: A minimum of 10 years 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: Valid Code EB/EC drivers' licence. Willingness to perform after-hour training service for staff members on night. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Word, Excel & Outlook) Knowledge of the nursing education and training.
DUTIES : Facilitate the in-service training/updating of skills and competencies as well as the orientation programme for nurses. Assist with effective management and utilisation of physical, material and financial resources within the nurse training department. Maintain ethical standards and promote professional growth and self – development. Participate in personal development, research and quality initiatives. Implement assessment strategies to determine staff and learners' competencies.
ENQUIRIES : Mr M Photo Tel No: (021) 850-4774
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Shortlisted candidates may be subjected to a compulsory competency test. The pool of applications will be considered for vacancies within (Helderberg 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.

POST 33/228 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (5/8TH)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R258 201 per annum
Grade 2: R301 563 per annum
Grade 3: R353 013 per annum
CENTRE : New Somerset Hospital
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 HPCSA as an Occupational Therapist. Experience: **Grade 1**: None after registration with the HPCSA as an Occupational Therapist. Minimum of 1-

year relevant experience after registration with the Health Professional Council of South Africa (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 HPCSA as an Occupational Therapist. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (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' experience after registration with HPCSA as an Occupational Therapist. Minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (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. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts and public service policies and procedures. Appropriate Mental Health experience. Understanding of evidence-based practice and knowledge of PSR model in a Mental health environment. Good communication, organizational and planning abilities. Computer literacy.

DUTIES : Conducting assessment of patients; planning, implementation & evaluation of treatment. Performing school & home visits. Attending of ward rounds, team meetings & team assessments. Development of resources to support interventions. Liaising with the multidisciplinary team, sending referrals to various stakeholders and following up with these persons/organizations. Report writing, file entries and capturing of daily stats. Management of material and equipment and ordering of stock. Participate in academics and departmental training.

ENQUIRIES : Ms K Smith, email: Kayla.Smith@westerncape.gov.za

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

POST 33/229 : **ARTISAN PRODUCTION GRADE A TO C (TECHNICAL SERVICES) (ELECTRICAL/PLUMBING)**
West Coast District

SALARY : Grade 1: R253 341 per annum
Grade 2: R297 249 per annum
Grade 3: R345 342 per annum

CENTRE : Clanwilliam Hospital, Cederberg Sub-district,

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in Electrical or Plumbing. Experience: **Grade A**: No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime and to perform standby duties, including weekends and public holidays. Physically fit to handle heavy equipment and objects. Must be able to work on heights i.e. on ladders and scaffolding. Willingness to attend training and skills development programmes relevant to health facilities, maintenance and safety compliance. Willingness to travel within the Cederberg sub-district to perform maintenance repair work. Competencies (knowledge/skills): Knowledge of the Occupational Health and Safety Act 1993 and its relevant regulations. Ability to do general building maintenance and assist with duties in other maintenance trades where required, including but not limited to basic carpentry, painting, electrical, plumbing, and general repairs, within the scope of competence and safety requirements. Ability to read, write and follow written instructions, including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to conduct fault-finding mechanical/electrical and do repairs down to

component level. Computer literacy in (i.e. Ms Word, Excel, e-mail and internet use).

DUTIES : Perform installation, maintenance, fault-finding and repairs in the relevant trade, namely electrical or plumbing. Perform general maintenance tasks in other trades where required, including basic carpentry, painting, electrical, plumbing and general building repairs. Lead and coordinate the daily activities of the maintenance team by allocating tasks, monitoring work progress and ensuring that maintenance requests are attended to effectively. Perform maintenance-related administration, including completion of job cards, record keeping, reports, stock/tool control, asset information, requisitions, and follow-up on maintenance requests. Ensure maintenance work is performed safely and in accordance with Occupational Health and Safety requirements. Perform financial, human resources and general administrative duties related to the maintenance function.

ENQUIRIES : Mr D Snell Tel No: (022) 921-2153

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

POST 33/230 : **ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)**

SALARY : Grade 1: R253 341 per annum
Grade 2: R297 249 per annum
Grade 3: R345 342 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualifications: Appropriate Trade Test Certificate. Experience: **Grade A**: No experience required**. Grade B:** At least 18 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within Metro when operational needs require. Competencies (knowledge/skills): Competencies (knowledge/skills): Ability to work independently and under pressure, with good organisational and team skills. Ability to plan (pro-active), as well as working in a team and to learn and comply with in-house systems and procedures. Knowledge of the Occupational Health and Safety Act, 1993 and its relevant regulations. Ability to climb under/over obstacles, climb ladders and work at heights. Ability to operate and use required tools and equipment skilfully and safely.

DUTIES : Maintain and repair all plant and equipment at the Hospital under the supervision of the artisan Foreman. Perform necessary administrative functions, train and supervise subordinates. Assist with the execution of engineering projects and control over tools and materials. Assist Artisan Foreman with his duties. Appropriate experience in the mechanical field, general mechanical repairs and the ability to carry out basic general welding. -knowledge of air conditioning equipment and medical gas plants. -May be required to provide support at other institutions when emergency arises.

ENQUIRIES : Mr L Johnson Tel No: (021) 658-5481

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

POST 33/231 : **ADMINISTRATION CLERK: ADMISSIONS (VARIOUS INSTITUTIONS) (X4 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum

CENTRE : District Six CDC (X1 Post)
Kensington CDC (X1 Post)
Houtbay CDC (X1 Post)
Maitland CDC (X1 Post), SWSSO

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Experience in Admissions. Inherent requirements of the job: Perform relief duties as required. Competencies (knowledge/skills): Computer literacy. Good communication (verbal and written) and interpersonal skills. Knowledge of Hospital Fees Memorandum Chapter 18, PFMA, UPFS.

Knowledge of PHCIS. Ability to work under pressure, independently, unsupervised, in a team and to accept accountability, responsibility and maintaining confidentiality.

DUTIES : (key result areas/outputs): Admission of patients: obtain information from patients and capture on computer. Ensure correct management of patient folders at reception areas and schedule appointments (new, follow-up and operations) on system. Recordkeeping, compile new, retrieve, file, trace lost and managing duplicates & old folders as well as maintaining a record system and archive. Accurate collection, safekeeping and deposit of state money. Deal with written and or telephonic queries or enquiries with regards to patient admission matters. Information management: daily collection and collation of statistics in reception. Correct patient assessment and accurate data recording. Support to supervisor.

ENQUIRIES : Ms N Beukes Tel No: (021) 833-5400 (District Six CDC), Ms M De Louw Tel No: (021) 593- 150 (Kensington CDC), Ms T Ahjam Tel No: (021) 810-8040) (Houtbay CDC), Ms L Meyer Tel No: (021) 510-6473 (Maitland CDC)

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical/written and oral assessment.

POST 33/232 : **ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management. Appropriate experience regarding PERSAL salary system. Inherent requirement of the job: Ability to work under pressure. Prepared to work overtime when required. Ability to function in a multi-disciplinary team. Competencies (knowledge/skills): Computer literacy (Word, Excel, PowerPoint and Outlook). Basic understanding of People Management. Knowledge and Experience of Persal and its relevant functions. Ability to work under pressure and meet deadlines. Good (written and verbal) communication skills.

DUTIES : Perform all administrative duties pertaining to the Personnel Administration section (e.g. appointments, service terminations, transfers, pension administration, PILIR, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents and qualifications). Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). Auditing of personnel and leave records. Assist with all other administrative functions in the Personnel component.

ENQUIRIES : Mr P Petersen Tel No: (021) 360-4439
NOTE : No payment of any kind is required when applying for this post.

POST 33/233 : **ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Wesfleur Hospital
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Personnel administration. Competencies (knowledge/skills): Good computer (MS Word and Excel), numeracy and mathematical skills. Good interpersonal skills and the ability to work in a team context. Knowledge of Human Resource prescripts in Public Service. Ability to function under pressure and meet deadlines.

DUTIES : Provide an efficient personnel and salary administrative function. Assist with recruitment and selection process. Provide an effective support function to Supervisor. Handle a variety of personnel, written and telephonic enquiries. Audit personnel, pension and leave files. Maintain effective record keeping.

ENQUIRIES : Mr AD Newing Tel No: (021) 816-8562
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

POST 33/234 : **ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum

CENTRE : Southern Western Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirements of the job: Valid (Code B/EB) driver's license. Experience: Appropriate & relevant experience in People Development/ Human Resource Development. Competencies (knowledge/skills): Computer literacy in MS Word, Excel & PowerPoint. Good interpersonal skills. Good organisational skills and the ability to function under pressure and as part of a team.
DUTIES : Assist with the training needs analysis & completion of the Workplace Skills Plan & completion of quarterly training reports. Assist with the implementation of generic & transversal training, PTI courses and sourcing Service Providers. Assist with processing payments & training advances. Arrange Training meetings and act as secretariat for the Skills Committee meeting. Assist with the implementation, administration and evaluation of EPWP Projects/ Learnerships, Employee Health & Wellness Programmes, CIP, PSI, Bursary Scheme & CET. Assist with general People Management enquires/ tasks - functions within the section.
ENQUIRIES : Ms C Moses Tel No: (021) 202-0969
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessments.

POST 33/235 : **ADMINISTRATION CLERK: SUPPORT (NEUROLOGY)**

SALARY : R237 453 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a hospital/ medical environment. Competencies (knowledge/skills): Computer literacy (MS Office suite i.e. Word, Excel and Outlook). Excellent typing and organization skills. Familiarity with PGWC information systems (IS), such as ECCR and ECM Opentext. Familiarity with the Vula referral system. Knowledge of testing modalities used in the Neurology environment (nerve conduction studies, EMG, EEG, evoked potentials, lumbar puncture). Ability to work independently. Ability to execute duties accurately and thoroughly. Good interpersonal skills and ability to work under pressure and in a team. High ability to communicate effectively (verbally and written).
DUTIES : Provide administrative support to the HOD and Neurology team. Manage new patient clinic bookings, test bookings and Botulinum Toxin Clinic scheduling using the Vula platform and a central diary. Liaise with the Neurology OPD clerk regarding new patient bookings. Filing, forwarding and uploading to IS of all reports issued within the division. Receive and assist patients attending A8 Laboratory for appointments or queries. Receive and register all incoming correspondence/queries (by hand delivery, email or telephone), handle accordingly or delegate to the appropriate team member. Ensure effective and efficient administrative support and office management. Execute general administrative duties including submission of call rosters and leave forms to PGWC-HR, ordering of office consumables and equipment and asset management. Ensure effective records management and maintenance of filing systems. Liaise with provincial departments and all other stakeholders. - Maintain stroke unit data capturing on the Res-Q database, ensuring timely and accurate entry of stroke patient records and submission of related reports.
ENQUIRIES : Dr R Mistry Tel No: (021) 938-5752
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 33/236 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Garden Route District

SALARY : R237 453 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competences that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in LOGIS and the Electronic Procurement System EPS. Appropriate experience in ESL & contracts. Appropriate experience in Supply Chain Management. Inherent requirement of the job: Willingness to rotate within Supply Chain Management Department and relieve colleagues when needed. Competencies

(knowledge/skills): Appropriate knowledge of the Accounting Officer's System and SCM Delegations of the Department. Appropriate knowledge of Western Cape Supplier Database & Centralized Supplier Database. Computer literacy (Windows/Word/Excel and Outlook & Share point). Good communication skills (written and verbal).

DUTIES : Demand and Acquisition of Goods and Services - Perform ESL buy-out requests, advertising quotations on EPS, preparing quotations for Quotation Committee & Adjudication accordingly. Record Keeping, all relevant SCM and procurement documentation. Ensure Audit Compliance, all SCM and internal procurement policies. Reporting to Supervisor and relief duties (Support to Supervisor and the broader SCM and Finance team).

ENQUIRIES : C Michaels Tel No: (044) 204 -7245

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

POST 33/237 : **PERSONNEL OFFICER (EMPLOYEE SOURCING) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R237 453 per annum

CENTRE : Southern/Western Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in recruitment and selection. Competencies (knowledge/skills): Ability to work under pressure, meet deadlines and to maintain confidentiality. Computer literate (i.e MS Word, Excel, Outlook, E-recruitment system and PERSAL). Good interpersonal, decision making, problem solving skills and the ability to function in team as well as independently. Ability to execute duties accurately and thoroughly.

DUTIES : Perform all administrative duties pertaining to the employee sourcing section e.g. assist with the compilation of advertisements, capturing of adverts on e-Recruitment system, recruitment and selection processes, logistical arrangements for all posts, verifications of documents, transfers and general administrative duties, including handling of correspondence and enquiries. Perform secretarial duties before, during and after interviewing processes. Liaise with relevant role players with regards to recruitment and selection matters. Assist with the drafting of motivations and submissions. Maintain and update databases. Capture adverts on the SCUBED system. Provide an effective support service to supervisor, managers and assist managers with the E-recruitment system.

ENQUIRIES : Ms A Jacobs Tel No: (021) 202-0957

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical/written and oral assessment.

POST 33/238 : **STAFF NURSE GRADE 1 TO 3**
West Coast District

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE : Citrusdal Hospital, Cederberg Sub-district

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with a professional council: Registration with the South African Nursing Council as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Staff Nurse. **Grade 3**: A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC a Staff Nurse. Inherent requirements of the job: Willingness to work shifts, including night duty, weekends, and public holidays. Willingness to rotate between wards within the hospital. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team and to function effectively within a multidisciplinary team. Good communication and interpersonal relationships. Basic computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.

DUTIES : Development and implementation of basic patient care to all patients. Provide basic clinical nursing care. Effective utilisation of physical and financial resources. Maintain professional growth/ethical standards and self-development. Effective functioning within multidisciplinary team.

ENQUIRIES : Ms L van Geems-Wolmarans Tel No: (022) 921-2153
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).

POST 33/239 : **STAFF NURSE GRADE 1 TO 3**
Garden Route District

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum
CENTRE : Plettenberg Bay Clinic, Knysna/Bitou Sub- district
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1**: None. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3**: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willingness to work overtime and perform outreaches. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.
DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilisation of physical and financial resources. Maintain professional growth/ethical standards and self- development. Take actions to improve quality of nursing care. Participate in infection prevention and control.
ENQUIRIES : Ms JA Stander Tel No: (044) 302 - 8400
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 33/240 : **STAFF NURSE GRADE 1 TO 3 (THEATRE & CSSD)**
Cape Winelands Health District

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum
CENTRE : Stellenbosch Hospital, Stellenbosch Sub-district
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with 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 a Staff Nurse. **Grade 3**: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work shifts, night and day shifts, weekends, public holidays and overtime when necessary. Willingness to work in all wards. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills in

MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

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

ENQUIRIES : Ms. R De Silva Tel No: (021) 808-6103

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

POST 33/241 : **STAFF NURSE GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE : Metro TB Hospital Complex

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 B Nontsele Tel No: (021) 508-7408/ (021) 713-7627

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

POST 33/242 : **STAFF NURSE GRADE 1 TO 3 (X2 POSTS)**
Overberg District

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE : Caledon Clinic and Grabouw Community Health Centre, Theewaterskloof Sub-District

REQUIREMENTS : Minimum educational qualification: Qualification that allows you registration with South African Nursing Council as a Staff Nurse. Registration with a professional council: Registration with SANC as Staff Nurse. Experience: **Grade 1**: None. **Grade 2**: A minimum of 10 years’ appropriate/recognizable experience in nursing after registration with SANC as Staff Nurse. **Grade 3**: A minimum of 20 years’ appropriate/recognizable experience in nursing after registration with SANC as Staff Nurse. Inherent requirement of the job: Willingness to work overtime when necessary. Competencies (knowledge/skills): Good communication skills. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Basic Computer literacy (MS Office).

DUTIES : Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilisation of physical and financial resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms V Maqhina Tel No: (028) 814-7313

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

POST 33/243 : **STAFF NURSE GRADE 1 TO 3**
Garden Route District

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE : Riversdale Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1**: None **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3**: A minimum of 20 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willingness to work shifts, night duty, including weekends, public holidays as well as overtime. Willingness to assist in the other wards in the hospital when needed. Competencies (knowledge/skills): Good communication and interpersonal relationships. Self- discipline and motivation. Ability to work in a team across the service platforms.

DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self- development. Take actions to improve quality of nursing care. Participate in infection prevention and control.

ENQUIRIES : Mr NL Mphato Tel No: (028) 713 - 8643

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 to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 33/244 : **OPERATOR (PNEUMATIC TUBE STATION)**
Chief Directorate: Metro Health Services

SALARY : R201 093 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: General Education and Training certificate (GETC) /Grade 9 (Std 7). Experience: Appropriate operator experience. Inherent requirements of the job: The ability to do physical tasks such as lifting of carriers. Render a shift duty. Competencies (knowledge/skills): Extensive

knowledge of the Tube distribution service Ability to effectively communicate Basic knowledge of Infection Prevention Control procedures willingness to work under pressure.

DUTIES : Responsible for the operational function of the Pneumatic Tube System, the dispatch and collection of tubes and telephonic queries/requests. Responsible for reporting defective specimens and transporting specimens from various wards to various laboratories. Responsible for receipt/dispatch of specimens, postal forms, medical reports and other related documents. Ensure a safe and hygienic work environment and apply basic Infection prevention control measures as well as collecting and cleaning of equipment Assist with the collection of DHA1663 from wards and perform other miscellaneous duties, e.g. messenger duties and assist undertaker with queries.

ENQUIRIES : Ms F Zaba Tel No: (021) 404-5037

NOTE : No payment of any kind is required. Shortlisted candidates may be subjected to a competency test.

POST 33/245 : **TELKOM OPERATOR**
Chief Directorate: Metro Health Services

SALARY : R201 093 per annum

CENTRE : Macassar CDC, Khayelitsha/ Eastern Sub-structure

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a high-volume switchboard, a messaging/ paging system and managing an enquiry/ helpdesk. Competencies (knowledge/skills): Good communication (verbal and written) and interpersonal skills. Excellent telephone etiquette. Willingness to work under pressure, unsupervised and in a team environment. Willingness to work shifts, including public holidays, weekends and overtime. Computer literacy (MS Office: Word, Excel and PowerPoint).

DUTIES : Manage switchboard, email and telephonic enquiries, dispatching calls, taking and delivering messages, making announcements and paging staff over intercom. Manage the facility helpdesk. Effective telecommunication and support service to the facility. Handle all internal and external calls and general enquiries. Handle all telecommunication equipment and related tasks to ensure that all equipment is in working order, report all faults timeously to line manager. Maintain and update internal directory. Keep records of all official and private calls and print and distribute monthly telephone accounts. Provide clerical and administrative support to colleagues and supervisor.

ENQUIRIES : Mr F Wilson Tel No: (021) 857-2330

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

POST 33/246 : **TELKOM OPERATOR (SWITCHBOARD SUPPORT SERVICES)**
Chief Directorate: Metro Health Services

SALARY : R201 093 per annum

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in operating of high-volume switchboard. Inherent requirement of the job: Physically able to hear and speak clearly. Ability to work shifts, night shift, weekends and public holidays. Competencies (knowledge/skills): Appropriate knowledge and ability to operate a high-volume Switchboard and equipment, and a public address system effectively and efficiently Excellent listening skills and telephone etiquette Computer Literacy in Microsoft Packages (Word excel and Outlook.

DUTIES : Manage switchboard & page staff over the Public Address system Effective communication handling (both internally and externally) of incoming and outgoing calls and answer telephone enquiries and delivering messages Handling of all telecommunication equipment and related task and ensuring that switchboard and telephone equipment is in working is in working order and report all faults to supervisor /relevant person. Maintain internal telephone directory Provided feedback on the operational running of the component and support supervisor by adhering to the code Conduct for the Public Service.

ENQUIRIES : Ms A Gonya Tel No: (021) 360-4412

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

POST 33/247 : **NURSING ASSISTANT GRADE 1 TO 3 (MATERNITY/NEONATAL) (X2 POSTS)**
Chief Directorate: Metro Health Services

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

CENTRE : Wesfleur Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as an Enrolled Nursing Assistant. Registration with a professional council: Registration with SANC as Nursing Assistant. Experience: **Grade 1**: None. **Grade 2:** A minimum of 10 years' appropriate / recognisable nursing experience after registration with the SANC as a Nursing Assistant. **Grade 3**: A minimum of 20 years' appropriate / recognisable nursing experience after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekends. Must be prepared to assist in all departments according to operational needs. Willingness to work overtime when necessary. Ability to work under pressure. Competencies (knowledge/skills): Computer literacy (MS Office and Outlook). Basic Nursing Care principles and procedures. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to effectively communicate verbally and in writing, function within the multi-disciplinary team and facilitate on the level of the post.

DUTIES : Provision of basic nursing care by assisting patients with activities of daily living (physical care). Ensure implementation of basic nursing care plans and effective communication. Effective utilisation of resources. Promotion of QA, IPC AND OHS within the department. Maintain professional practice and ethical conduct and self-development.

ENQUIRIES : Ms LA Abrahams Tel No: (021) 816-8556

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

POST 33/248 : **GENERAL WORKER: STORES (WAREHOUSE)**
Chief Directorate: Rural Health Services

SALARY : R144 024 per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a Warehouse environment. Inherent requirements of the job: Good physical health. Ability to do physical tasks and operate heavy-duty Warehouse equipment. Be able to work with cleaning materials, do high-dusting and lift heavy equipment and supplies. Competencies (knowledge/skills): The ability to issue stock, incoming and outgoing buyouts/stock according to AOS (Accounting Officer System), as well as safely and correctly handle Warehouse equipment. Basic numerical skills. Ability to work effectively in a team.

DUTIES : Provided effective warehouse and stock support by receiving, handling, and issuing stock, maintaining accurate stock records, and ensuring adequate shelf stock levels. Maintained a clean and organised warehouse environment and supported efficient stock movement and distribution to departments. Assisted with the delivery, relocation, and disposal of furniture and equipment within the hospital, ensuring safe handling to prevent damage. Maintained professional conduct and compliance by adhering to attendance, leave, working hours, departmental policies, and the Code of Conduct. Demonstrated accountability, effective communication, and positive working relationships while carrying out assigned duties.

ENQUIRIES : Ms J Smith Tel No: (023) 348-1210

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

POST 33/249 : **HOUSEHOLD AID (THEATRE)**
Garden Route District

SALARY : R144 024 per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a household/cleaning environment in a health facility. Inherent requirement of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Willingness to work shifts, weekends, public holidays, night duty, and overtime when required. Willingness to rotate in different departments according to operational needs and when needed. Competencies (knowledge/skills): Basic knowledge of cleaning of equipment. Support to housekeeping supervisor and adhere to policies and cleaning practices. Knowledge of stock, assets, linen and equipment control.
DUTIES : Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Responsible for cleaning and safe keeping of machinery. Adhere to safety measures and ensure adherence to Occupational Health and Safety policies and Infection Prevention Control measures. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and serving of meals to patients.
ENQUIRIES : Ms CG Wagener Tel No: (044) 302 - 8400
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

POST 33/250 : **DRIVER (LIGHT DUTY VEHICLE)**
Chief Directorate: Metro Health Services

SALARY : R144 024 per annum
CENTRE : Khayelitsha/ Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate driving experience. Inherent requirement of the job: Valid code (B/EB) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime. Competencies (knowledge/skills): Good communication skills (written and verbal). The ability to work independently and be accountable and responsible with good interpersonal skills. Be physically fit and capable of performing duties that require physical exertion. Physical fit to perform transportation duties. Knowledge of Transport Regulations and Circular no 4 of 2000. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills.
DUTIES : Ensure an efficient and effective transport service for Primary Health Care and Health Programs at Khayelitsha/Eastern Sub Structure Office. Conduct routine inspecting of the GG vehicles and timely reporting of defects. Ensure vehicles are kept clean and tidy. Ensure vehicles used are kept clean and tidy. Execute transport duties in relation to a scheduled roster. Ensure an effective daily transport administration duty is rendered and provide support to Supervisor.
ENQUIRIES : Mr MY Strauss Tel No: (021) 360-4662
NOTE : No payment of any kind is required when applying for this post. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery. Please note that, in line with the operational requirements of the Department of Health and Wellness, the Driver will also be required to assist with the offloading and delivery of goods as part of the role's responsibilities.

POST 33/251 : **DRIVER (LIGHT DUTY VEHICLE)**
Chief Directorate: Metro Health Services

SALARY : R144 024 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate driving experience. Inherent requirements of the job: A valid (Code B/EB) driver's licence. A valid PDP (Public Drivers Permit). After

hours standby duties. Be of sober habits. Competencies (knowledge/skills): Knowledge of Transport Regulations. The ability to accept accountability and responsibility and to work independently. Good communication skills.

DUTIES : Transport official passengers, post, packages and equipment. Effective delivery and collection of all blood products. Maintenance PA safety and cleaning of Government Vehicles. Delivery of medication, goods and equipment within the PGWC. Routine inspection of vehicles and reporting of defects. Routine administration. Relieve duties and standby duties.

ENQUIRIES : Ms J van der Riel Tel No: (021) 799-1270

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

POST 33/252 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (SESSIONAL) (20 HOURS PER WEEK)**
(Contract till 31 March 2029)
Cape Winelands Health District

SALARY : Grade 1: R223 per hour
Grade 2: R272 per hour
Grade 3: R327 per hour

CENTRE : Drakenstein Sub-district (PHC)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1**: None **Grade 2:** A minimum of 10 years appropriate/recognisable 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 requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to effectively communicate (verbal and written). Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do and track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.

DUTIES : Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilisation of Resources/Stock within the limited budget constraints. Participate in Community events and initiate awareness regarding health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms J Bosch Tel No: (021) 862-4520

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).