

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 11 OF 2025
DATE ISSUED 28 MARCH 2025

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.

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CENTRE FOR PUBLIC SERVICE INNOVATION

- APPLICATIONS** : Applications should be e-mailed to Recruitment@cpsi.co.za and the subject of your email should read ASD: IT Support Ref No: 0001/2025. (Applications received after the closing date will not be considered). Faxed applications will not be considered. CPSI reserves the right not to fill the below-mentioned post.
- CLOSING DATE** : 11 April 2025
- NOTE** : The CPSI is a National Government Component listed in Part A of Schedule 3 of the Public Service Act, reporting to the Minister for the Public Service and Administration (MPSA). The CPSI is a solution-focused effective and efficient public sector government component playing a leading and catalytic role with regard to Public Service reform and transformation through innovation. It aims to entrench the culture and practice of innovation in public service through unearthing existing innovations for learning and replication. In order to perform this purpose, the CPSI performs the following functions – Providing the Minister (and her portfolio organisations) with independent, diverse and forward-looking advice and research, as well as partnerships that enhance Public Service transformation and reform. Creating an enabling environment that nurtures, supports and encourages innovation within the structures and agencies of the South African Government, initiating, implementing and managing self-sustainable innovation projects in partnership with the private sector and other relevant stakeholders, implementing special projects that are mandated by the Minister from time to time. It is the intention to promote re-presentatively in the CPSI through the filling of this position. Applications quoting the correct reference number must be completed on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applications using the incorrect application form (old Z83) will not be considered. Each application for employment form (Z83) must be fully completed (Sections A, B, C & D are compulsory and sections E, F, and G are not compulsory if the CV is attached), signed, and initialled by the applicant. Failure by the applicant to fully complete, sign, and initial the application form may lead to disqualification of the application during the selection process. The application must indicate the correct job title and the department where the position is advertised. An application form must be accompanied by a fully detailed CV only. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates will be subjected to (1) a practical exercise, (2) Integrity (Ethical Conduct), and (3) will be subjected to personnel suitability checks on criminal records, citizenship or permanent residency verification, financial records, and qualification /study verification, and applicants could also be required to provide consent for access to their social media accounts. Reference checks will be done during the selection process. Correspondence will be limited to shortlisted candidates only, if you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 11/01** : **ASSISTANT DIRECTOR: IT SUPPORT REF NO: 0001/2025**
- SALARY** : R444 036 per annum (Level 09). Annual progression up to a maximum salary of R532 602 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria, Arcadia
- REQUIREMENTS** : A Senior Certificate and a 3-year National Diploma / Bachelor NQF in ICT or equivalent qualification at NQF level 6/7. Additional Certification in IT Service support-related competencies, including cloud hosting, is an added advantage. 3-5 years' experience in ICT Service Desk and/or ICT Incident Management, Server support Network administration, and management of infrastructure projects in a public sector environment. Knowledge: Understand ICT Procurement in line with government and SITA processes and prescripts. Technical support, hardware support, and software support. Good understanding of network types including LAN, WAN, and Point to Point. knowledge of Firewalls, Endpoint Security, and Security Gateways. Knowledge of Transversal Systems including an understanding of BAS emulation Servers would be an advantage. Knowledge of Public Service Policy Framework, including CGICTPF (2022), interacting with auditors, managing ICT assets, and supporting innovation projects. Good interpersonal, analytical, problem-solving, initiative, teamwork, and communication skills.
- DUTIES** : Facilitate and coordinate the provision of ICT requests and provide technical support. Facilitate the ICT incident management processes and monitor progress on assigned incidents. Management of in-house Firewall and facilitation of hosted Firewall

Management, including spam and IP filtering. Ensure that SLA targets are met. Ensure that Operational Plan targets are met. Ensure user requests are logged. Manage infrastructure upgrades and projects as needed. This includes the upgrade of the servers and network LAN and WAN. Facilitate the configuration and management of the hosted telephone infrastructure/ PABX service. To support and monitor existing infrastructure networks new and old access points including cabling. To support and monitor existing infrastructure, perform preventative maintenance work, backup, and perform other regular support activities to ensure effectiveness and to provide cover on such tasks when required. Monitor incidents and call resolutions in line with the Service Level Agreements (SLAs). Conduct bi-annual user satisfaction surveys and provide feedback to improve ICT services.

ENQUIRIES

:

CPSI: Human Resources Tel No: (012) 683 2800/17

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

CLOSING DATE	:	11 April 2025
NOTE	:	Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), 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. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The below post is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON

POST 11/02	:	<u>DIRECTOR: CORPORATE SECRETARIAT AND EXECUTIVE SUPPORT REF NO: DCSE/25</u>
SALARY	:	R1 216 824 per annum (Level 13), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.
CENTRE	:	Pretoria
REQUIREMENTS	:	An undergraduate qualification in Public Administration / Management / Business Administration / Social Science or equivalent qualification at NQF level 7 as recognized by SAQA. 5 years' relevant experience at a middle/senior management level in corporate secretariat and executive support environment. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. Proficiency in MS Word. A valid driver's license. Travelling. Additional Requirements (Advantage): MS PowerPoint and MS Project. Exceptional writing and editing skills. Willingness to work long hours and over weekends. Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Knowledge management. Change

management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: Local Government policies and legislation. Public Administration. Government systems and procedures. Intergovernmental relations act and structures. Cabinet and parliament procedures and protocol.

DUTIES : The successful candidate will perform the following duties: Direct, coordinate and provide secretariat services to all internal decision-making structures such as EXCO, MINEXCO, MINDG and the Director-General's bilateral meetings. Oversee the management and the recording of all action items, resolutions, follow-up and report on all the4 implementation of all resolutions and evaluate the impact. Set up a strategic agenda for all meetings in line with departmental priorities. Provide quality control and assurance on all submissions to the Director-General and Minister. Oversee the coordination and processing of e-submissions for the Director-General and Minister's approval. Oversee the coordination of Parliamentary Questions, Reports, Engagements and provide support to Portfolio and Select Committees.

ENQUIRIES : Mr. X Xundu Tel No: (012) 334 0643
APPLICATIONS : Applications must be submitted electronically via email to: Recruit1@phakipersonnel.co.za
For application enquiries contact Rebeccah Hatlane Tel No: (011) 941 1953

OTHER POSTS

POST 11/03 : **CONTROL GISc TECHNOLOGIST GRADE B REF NO: CHTR/35**

SALARY : R1 052 553 per annum
CENTRE : Pretoria

REQUIREMENTS : A three-to-four-year GISc or related Bachelor's degree. Compulsory registration with the South African Geomatics Council (SAGC). Six (6) years of post-qualification GISc Technologist experience. Experience in Enterprise GIS Administration. Experience in Spatial and statistical analysis and development of information products like analytics dashboards, story maps etc. Experience in administration, licensing and application development on ArcGIS online and ArGIS Portal. Proficiency in MS Excel and MS Word. GIS software packages. Driver's License. Travelling. Generic Competencies: Strategic Management and direction. Problem solving and analysis. Decision making. Team Leadership. Analytical skills. Creativity. Self-management. Financial Management. Customer focus and responsiveness. Communication and listening skills. Computer skills. Delegation and development of others. Planning organising and execution. Ability to manage conflict. Language proficiency. Knowledge management. Negotiation skills. Change management. Technical Competencies: In-depth knowledge of: Programme and project management. Legal and operational compliance. Process knowledge and skills. Maintenance skills and knowledge. Systems skills. Geo-Database design and analysis knowledge. Research and development. Creating high performance organisational culture. Technical consulting. Accountability.

DUTIES : The successful candidate will perform the following duties: Develop and manage spatial information applications for line function. Ensure interoperability between systems to maximise efficiency. Publish data into a web based GISc system. Document GISc processes undertaken during optimization and integration. Undertake spatial modelling. Coordinate and manage the design, development and creation of geospatial databases. Allocate, control, monitor and report on all resources and continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to the line function duties. Management of funds to meet the MTEF objectives within the GISc environment/ services. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base and manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve line function objectives. Undertake requirements analysis where GIS projects are deployed. Undertake cost benefit analysis and ensure implementation of GIS Standards. Research, investigate and advice on new GIS technologies. Develop new methods/ technologies for solving spatial data problems. Support provinces and municipalities to build GIS capabilities. Analyse Municipal Spatial Planning tools to guide Strategic Integrated Planning. Support line function to roll out the DDM Spatialisation guideline. Develop and maintain the Integrated Development Planning Information Management System (IDPIMS).

ENQUIRIES : Ms A Ngwenya Tel No: (012) 334 0600 / 079 8917 995
APPLICATIONS : Applications must be submitted electronically via email to: Recruit7@phakipersonnel.co.za

For application enquiries contact: Akhona Mjajubana Tel No: (011) 941 1953

- POST 11/04** : **DEPUTY DIRECTOR: CORPORATE SECRETARIAT REF NO: DD:CS/26**
- SALARY** : R849 702 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Public Administration/ Business Administration/ Social Science or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in the related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. Additional Requirements (Advantage): Exceptional writing and editing skills. MS Project and MS PowerPoint. Willingness to work long hours and over weekends. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge on the following: Public Service and departmental prescripts/ policies. Three spheres of government. Corporate Secretariat Best Practices and government procedures. Advanced minute taking. Analytical skills.
- DUTIES** : The successful candidate will perform the following duties: Effective and efficient coordination and management of parliamentary engagements. Capturing and communication of Parliamentary Portfolio and Select Committee resolutions. Effective and efficient coordination and management of Parliamentary Questions. Management and coordination of incoming and outgoing correspondence in the Office of the Director-General. Development and maintenance of the DCoG Strategic Diary.
- ENQUIRIES** : Mr. X Xundu Tel No: (012) 334 0643
APPLICATIONS : Applications must be submitted electronically via email to: Recruit3@phakipersonnel.co.za
For application enquiries contact: Mxolisi Makhasana Tel No: (011) 941 1953
- POST 11/05** : **DEPUTY DIRECTOR: PLANNING AND REPORTING REF NO: DD:PR/27**
- SALARY** : R849 702 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Business Management/ Development Studies/ Public Administration/ Public Management or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in strategic planning and reporting. Proficiency in MS Excel, PowerPoint and MS Word. Additional Requirements (Advantage): Ability to use the electronic Quarterly Performance Reporting System (eQPR). Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Financial management. Interpersonal skills. Communication (verbal and written). Technical Competencies: In-depth knowledge and understanding of: Legislation governing planning and reporting. Data Collection. Analysis and report writing. Research methodology. Strategic Planning Processes.
- DUTIES** : The successful candidate will perform the following duties: Facilitate the development of a Strategic Plan and Annual Performance Plan. Coordinate and facilitate the development of the departmental Annual Operational Plan. Update the quarterly performance reporting system and prepare quarterly performance reports presentations. Update MTDP reports, prepare Annual Reports, Handover Reports, Mid-Term Assessment Reports, and End-Term Assessment Reports. Update and monitor the implementation of the Strategic Planning and Reporting Directorate's Annual Operational Plan, including audit and risk action plans.
- ENQUIRIES** : Ms. B Kgwete Tel No: (012) 334 0956
APPLICATIONS : Applications must be submitted electronically via email to: Recruit4@phakipersonnel.co.za
For application enquiries contact: Karabo Mthombeni Tel No: (011) 941 1953
- POST 11/06** : **DEPUTY DIRECTOR: INTERNATIONAL AND DONOR RELATIONS REF NO: DDIDR/28**
- SALARY** : R849 702 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in International Relations/ Development Studies or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in International Relations and Donor Coordination. Proficiency in MS Excel and MS Word. A valid driver's license and travelling. Additional Requirements (Advantage): Participating in International Multilateral Fora. Generic Competencies: Planning and Organising. Problem solving and decision making.

Coordination. Project management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of: International Relations issues and environment. Donor coordination policies and landscape. Research. Donor funding requirements and skills in resource mobilization. Local government policies.

DUTIES : The successful candidate will perform the following duties: Manage and coordinate international relations research in support of the mandate of the Department. Support the participation of the Department at multilateral and other strategic global and regional fora. Manage and monitor the implementation of bilateral agreements and related international relations partnership and activities. Establish, build and maintain relationships with key strategic countries or international institutions in support of the departmental mandate.

ENQUIRIES : Ms T Tembani Tel No: (012) 334 0814
APPLICATIONS : Applications must be submitted electronically via email to: Recruit2@phakipersonnel.co.za
For application enquiries contact: Lehlohonolo Radebe Tel No: (011) 941 1953.

POST 11/07 : **DEPUTY DIRECTOR: ICT INFRASTRUCTURE REF NO: DDICT/29**

SALARY : R849 702 per annum (Level 11)
CENTRE : Pretoria

REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Information Technology/ Systems or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Information Technology field. Proficiency in MS Excel, MS Word, MS Project and MS PowerPoint. Other Competencies: Microsoft 365 Certified Administrator. Microsoft Certified: Azure Administrator. Microsoft Azure/ Microsoft Windows Certification. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In depth knowledge of: The ICT Governance in terms of the Corporate Governance of ICT Policy Framework (CGICTPF). DPSA Cloud Directive. Minimum Information Security Standards (MISS). VMWare/ Microsoft Azure skills. Datacentre Infrastructure Management skills. Teamwork and negotiation skills. Troubleshooting and problem-solving skills. Analytical skills.

DUTIES : The successful candidate will perform the following duties: Manage, implement, maintain and monitor all ICT Infrastructure in compliance with the relevant policies and operations to improve infrastructure costs, performance and end user satisfaction. Manage, implement and monitor ICT availability and capacity management for on-premises and cloud infrastructure. Manage and monitor local area network (LAN) and wide area network (WAN) traffic and report accordingly. Provide third-line technical support services (incidents, problem and change management).

ENQUIRIES : Mr. Paul Ngobese Tel No: (012) 334 4846
APPLICATIONS : Applications must be submitted electronically via email to: Recruit6@phakipersonnel.co.za
For application enquiries contact: Mxolisi Makhasana Tel No: (011) 941 1953

POST 11/08 : **DEPUTY DIRECTOR: LAN/WAN/INTERNET/SECURITY IMPLEMENTATION REF NO: DD:LWISI/30**

SALARY : R849 702 per annum (Level 11)
CENTRE : Pretoria

REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Information Technology/ Systems or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Information Technology field. Proficiency in MS Excel and MS Word. Other Competencies: Microsoft Certified: Azure Security Engineer. Microsoft Certified: Azure Administrator. Microsoft Azure/ Microsoft Windows Certification. Additional Requirements (Advantage): MS PowerPoint and MS Project. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In depth knowledge of: ICT Governance in terms of the Corporate Governance of ICT Policy Framework (CGICTPF). DPSA Cloud Directive. Minimum Information Security Standards. MISS ICT Security Skills and certification. Datacentre Infrastructure Management skills. Teamwork and negotiation skills. Troubleshooting and problem-solving skills. Analytical skills.

DUTIES : The successful candidate will perform the following duties: Manage and monitor the implementation and updates of ICT Infrastructure operations to improve infrastructure costs, performance and end user satisfaction. Manage and monitor the implementation of ICT security policy across the ICT environment. Provide third-line technical support services (Incidents, problem and change management). Manage and monitor the local area network (LAN) and wide area network (WAN) traffic and report accordingly. Management functions.

ENQUIRIES : Mr. P Ngobese Tel No: (012) 334 4846
APPLICATIONS : Applications must be submitted electronically via email to: Recruit9@phakipersonnel.co.za
For application enquiries contact: Akhona Mjajubana Tel No: (011) 941 1953

POST 11/09 : **DEPUTY DIRECTOR: DEVELOPER (SHAREPOINT, NET, JAVA) REF NO: DDSNT/31**

SALARY : R849 702 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Information Technology/ Information Systems or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Information Technology. Proficiency in MS Excel and MS Word. Additional Requirements (Advantage): PL-100: Microsoft Power Platform App Maker certification or MB-500: Microsoft Dynamics 365: Finance and Operations Apps Developer Certification. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Software Development: Java J2EE, HTML, JSP, JavaScript, XML, SOAP. Microsoft Technologies: C#, ASP.NET, SharePoint, CRM, PowerApps and Power Automate. Database Management: Microsoft SQL Programming, Entity Relationship Design, Data Modelling. Application and System Design: System Specification, Design and Implementation. Configuration and Deployment: Configuration and implementation of Application Servers.

DUTIES : The successful candidate will perform the following duties: Conceptualize, design, develop and test custom software applications utilizing SharePoint, ASP.NET, C#.NET, Java, SQL Server, and web technologies. Extend and enhance the functionality of existing software products to meet evolving business needs. Work closely with project managers, business analysts and other team members to ensure the successful delivery of software solutions. Establish and document coding standards ensuring consistency and maintainability across development projects. Diagnose and resolve application issues, ensuring optimal performance and user satisfaction.

ENQUIRIES : Mr. A Ngcwabe Tel No: (012) 334 0850
APPLICATIONS : Applications must be submitted electronically via email to: Recruit5@phakipersonnel.co.za
For application enquiries contact: Puseletso Mampuru Tel No: (011) 941 1953.

POST 11/10 : **DEPUTY DIRECTOR: INFORMATION AND RECORDS MANAGEMENT REF NO: DDIRM/32**

SALARY : R849 702 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Information Science/ Archival Studies/ Archives and Records Management or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Records Management and Registry Services. Electronic Document Management System (EDMS) Proficiency in MS Excel and MS Word. Additional Requirements (Advantage): Honors Degree in Information Science or Records Management. National Archives Certificate in Records and Archives Management. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Records Management and Registry. Policy analysis and formulation. Fire Plan. National Archives and Records Service Act No. 43 of 1996 as amended. Electronic Communications and Transactions Act No. 25 of 2002. Protection of Personal Information Act No. 4 of 2013 (POPI Act). Promotion of Administrative Justice Act No. 3 of 2000. Public Finance Management Act No. 1 of 1999. Promotion of Access to Information Act No. 2 of 2000. Minimum Information Security Standard (MISS). South African National Standards – SANS 15489 – on information and documentation.

SANS 16175-2:2014 information & documentation-principles and functional requirements of records on electronic office environment.

DUTIES : The successful candidate will perform the following duties: Develop, implement and monitor policies and procedure manuals. Manage, review and maintain records management systems. Develop, implement and monitor critical records programme. Manage and maintain Electronic Document Management System (EDMS).

ENQUIRIES : Mr. A Ngcwabe Tel No: (012) 334 0850
APPLICATIONS : Applications must be submitted electronically via email to: Recruit10@phakipersonnel.co.za
For application enquiries contact: Koena Tibane Tel No: (011) 941 1953

POST 11/11 : **DEPUTY DIRECTOR: GOVERNANCE, RISK, AUDIT AND PROJECT MANAGEMENT REF NO: DDGRAPM/33**

SALARY : R849 702 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Information Technology/ Systems/ Computer Science or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Risk Audit/ Compliance and Corporate Governance of ICT environments. Proficiency in MS Excel and MS Word. Additional Requirements (Advantage): MS PowerPoint and MS Project. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of: DPSA Corporate Governance ICT Framework. Enterprise Risk Management Framework. Risk and Information Systems Control (CRISC), COBIT and ITIL.

DUTIES : The successful candidate will perform the following duties: Manage the development of strategic three year rolling and operational/ annual risk-based information technology (IT) internal audit plans. Develop and manage policy and procedure on information technology audits. Manage the implementation and monitoring of information technology audits. Manage and monitor implementation of ICT governance and compliance. Develop, update and monitor project management methodology and templates.

ENQUIRIES : Ms N Seabela Tel No: (012) 334 4609
APPLICATIONS : Applications must be submitted electronically via email to: Recruit11@phakipersonnel.co.za
For application enquiries contact: Rebecca Hatlane Tel No: (011) 941 1953

POST 11/12 : **DEPUTY DIRECTOR: FACILITIES AND OHS MANAGEMENT REF NO: DDFOM/34**

SALARY : R849 702 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Public Management/ Logistics Management/ Built Environment or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Facilities Management field. Proficiency in MS Word. Additional Requirements (Advantage): MS Excel and MS PowerPoint. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge in: Supply Chain Procurement processes. Public Finance Management Act. Treasury Regulations. National Environmental Management Act, 1998. The National Building Regulations and Building Standards Act, 1997. Occupational Health and Safety Act, 1993 – Building and Maintenance Services. Contract and property management.

DUTIES : The successful candidate will perform the following duties: Manage office and parking space planning and allocations. Manage building maintenance i.e., general assistance, minor repairs, cleaning and hygiene services. Verify and certify invoices for building rentals, municipal services and service providers. Manage buildings compliance with health and safety standards.

ENQUIRIES : Ms M Modise Tel No: (012) 395 4707
APPLICATIONS : Applications must be submitted electronically via email to: Recruit8@phakipersonnel.co.za
For application enquiries contact: Koena Tibane Tel No: (011) 941 1953

POST 11/13 : **DEPUTY DIRECTOR: INFRASTRUCTURE PLANNING REF NO: H&SCOGTA031**

SALARY : R849 702 per annum (Level 11)
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	A three-year National Diploma or Bachelor's Degree in Urban/ Town and Regional Planning, Development Planning or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Valid Driver's License. Extensive travelling. Proficiency in MS Excel, MS PowerPoint and MS Word. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Research principles. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Local government policy and legislative framework. Development planning. Urban development related to local government legislation, policies, regulations and frameworks. Municipal Infrastructure Development. Town and Regional Planning principles and methodologies.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Manage the coordination of the institutionalization of long-term infrastructure planning and asset management practices in municipalities in collaboration with MISA and other relevant institutions. Manage the development of policy frameworks and conditionalities for grants utilization to support sustainable infrastructure delivery. Manage the Intermediate City Municipalities Support programme as part of the implementation of the Integrated Urban Development Framework (IUDF). Provide advice to municipalities on Urban Development and Planning in line with the legislative framework.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Malaza Tel No: (012) 395 4661 Applications must be submitted electronically via email to: cogta031@hslabour1.co.za For application enquiries contact Elginita Moodley Tel No: (011) 468 4192
<u>POST 11/14</u>	:	<u>ASSISTANT DIRECTOR: INFRASTRUCTURE PLANNING REF NO: H&SCOGTA032</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum (Level 09) Pretoria
<u>REQUIREMENTS</u>	:	A three-year National Diploma or Bachelor's Degree in Urban/ Town and Regional Planning/ Economics or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. Generic Competencies: Planning and organising. Problem solving and decision making. People management and empowerment. Team leadership. Project management. Coordination. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Local government policy and legislative framework. Development Planning. Urban development related to local government legislation, policies, regulations and frameworks. Municipal Infrastructure Development. Town and Regional Planning principles and methodologies.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Advise on alternative infrastructure financing options and models in collaboration with MISA, National Treasury and other relevant institutions. Administer grant policy framework and conditionalities to support sustainable infrastructure delivery. Coordinate relevant structures and forums as part of the implementation of government urban development policies and frameworks. Provide secretariat services for the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Malaza Tel No: (012) 395 4661 Applications must be submitted electronically via email to: cogta032@hslabour1.co.za For application enquiries contact Elginita Moodley Tel No: (011) 468 4192
<u>POST 11/15</u>	:	<u>ASSISTANT DIRECTOR: LOCAL ECONOMIC DEVELOPMENT REF NO: H&SCOGTA033</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum (Level 09) Pretoria
<u>REQUIREMENTS</u>	:	A three-year National Diploma or Bachelor's Degree in Development Planning/ Economics or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. Generic Competencies: Planning and organising. Problem solving and decision making. People management and empowerment. Team leadership. Project management. Coordination. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Local Economic Development. LED Policy. Development Planning. Economic Development Trends. Public Administration.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Coordinate development of economic development policy and strategies across government to support implementation of LED. Facilitate the alignment of IDP's and PGDS's to national priorities and local economic development initiatives. Facilitate LED programme through collaborative partnerships. Assist in mobilizing donor funding and coordinating

donor activity in LED. Monitor implementation of the LED policy framework to strengthen implementation of Local Economic Development programs in Municipalities.

ENQUIRIES : Ms V Sibelekwana Tel No: (012) 336 5836
APPLICATIONS : Applications must be submitted electronically via email to: cogta033@hslabour1.co.za
For application enquiries contact Elginita Moodley Tel No: (011) 468 4192

POST 11/16 : **ASSISTANT DIRECTOR: MIG ADMINISTRATION REF NO: H&SCOGTA034**

SALARY : R444 036 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Social Sciences/ Public Administration or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. Generic Competencies: Planning and organising. Problem solving and decision making. People management and empowerment. Team leadership. Project management. Coordination. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Data management and modelling. Strategic analysis.

DUTIES : The successful candidate will perform the following duties: Facilitate commitments levels in Gauteng, Free State and Mpumalanga Provinces. Manage MIG transfers to municipalities in Gauteng, Free State and Mpumalanga Provinces. Facilitate MIG expenditure reporting for Gauteng, Free State and Mpumalanga Provinces. Facilitate and support MIG compliance in Gauteng, Free State and Mpumalanga Provinces.

ENQUIRIES : Mr W Heydenreich at 066 4784 397
APPLICATIONS : Applications must be submitted electronically via email to: cogta034@hslabour1.co.za
For application enquiries contact Elginita Moodley Tel No: (011) 468 4192

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** : 16 April 2025 at 16:00 (walk-in) and 00:00 midnight (online)
- NOTE** : All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. 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 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 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 (with detailed previous experience if any) and a completed and signed new 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 Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ 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. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The requirements for application of Senior Management Services (SMS) include the successful completion of a 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 applicants 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 competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department, following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ECHELON

- POST 11/17** : **DIRECTOR- GENERAL REF NO: HR4/25/03/01HO**
Five (5) year performance based fixed term contract
- SALARY** : R2 259 984 per annum, (all- inclusive)

<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 8 as recognized by SAQA in Public Management/Public Administration/ Labour Relations/ LLB/ Business Administration/ Business Management/ Economics and Political Science. Valid driver's license. Ten (10) years of experience at Senior Managerial level. Successful completion of the Nyukela Public Service (SMS) Pre-Entry Programme endorsed by NSG is a prerequisite for appointment. Knowledge: Constitution of the Republic; National Development Plan; Public Service Act and Regulations; Public Service Administrative Management Act; Public Finance Management Act and relevant treasury regulations; Auditor General Prescripts; Labour Relations Act; Basic Conditions of Employment Act; Employment Equity Act; Unemployment Insurance Act (UIA); Compensation for Occupational Injuries and Diseases Act (COIDA); Occupational Health and Safety Act and regulations; International politics and relations; South African Foreign Policy; Departmental policies and procedures; Batho Pele principles, Thorough understanding of the Global and South African Labour Market, Knowledge of Public Service transformation and management issues. Skills: Superior leadership, Excellent written and verbal communication, Ability to interact with people at all levels; Strong public speaking; Proven change management and capability; Analytical, organizational, and interpersonal; Complex stakeholder management skills, especially at the intergovernmental level; Innovative and creative thinking; Strategic coordination; Project management; Policy formulation and computer literacy. Competencies: Strategic leadership and capability; Financial management; Risk management; Corporate governance; Thorough understanding of the global and South African labour market; Understanding of public service transformation and management issues; Good understanding of the workings of parliament and statutory bodies.
<u>DUTIES</u>	:	Provide strategic leadership and direction in delivering the Department's mandate. Provide strategic leadership on administration, executive support and corporate services. Oversee the provision and management of Inter-Governmental Relations, strategic management, governance and risks services. Oversee the delivery of Inspection and Enforcement Services (IES) nationwide. Implementation Public Employment Services (PES) across the Country and oversee implementation of strategy on co-ordination of government wide public employment programmes. Lead Labour Policy and Industrial Relations (LP&IR) to support the Department's mandate. Oversee the formulations, implementation and evaluation of Unemployment Insurance Act (UIA) and the Unemployment Insurance Contribution Act (UICA), including the implementation of poverty alleviation schemes or programmes/strategy. Oversee the formulation, implementation, and evaluation of the Compensation for Occupational Injuries and Diseases Act (COIDA), including poverty alleviation schemes and programmes.
<u>ENQUIRIES</u>	:	Ms B Matebesi Tel No: (012) 309 4865
<u>APPLICATIONS</u>	:	The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ3@labour.gov.za
<u>POST 11/18</u>	:	<u>DEPUTY DIRECTOR-GENERAL: LABOUR POLICY AND INDUSTRIAL RELATIONS REF NO: HR4/25/03/08HO</u>
<u>SALARY</u>	:	R1 741 770 per annum, (all -inclusive)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 8 as recognized by SAQA in Economics/Labour Economics/Research/Labour Relations/Labour Law/ International Relations. A valid driver's license. Eight (8) years of experience at a Senior Managerial level. Knowledge: The South African Labour Market, Public Service transformation and management issues, White paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Corporate governance, Batho Pele principles, International Politics and relations, South African Foreign policy, International Labour Organisations, Access recognition and Licensing Committee, South African Development Community, African Union, Minimum Information Security, Public Finance Management Act. Skills: Financial management, Leadership, Verbal and written Communication, Computer literacy, Project management, Strategic management, Strategic management, Research, Conflict management, Problem solving, Strong leadership, Diplomatic and tactful.
<u>DUTIES</u>	:	Develop strategy to promote equity in the Labour Market. Regulate the protection of vulnerable workers for various industries in the country. Advise the Director General and Executive Authority on an ongoing basis regarding Labour Market Information and Statistics. Promote sound Labour Relations in various Industries within the country. Contribute to employment creation and strengthen multilateral including bilateral relations. Develop strategies and mechanisms to monitor the impact on Legislations.
<u>ENQUIRIES</u>	:	Ms. MM Matyila Tel No: (012) 309 4026

APPLICATIONS : The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ4@labour.gov.za

POST 11/19 : **COMMISSIONER (DEPUTY DIRECTOR-GENERAL) REF NO: HR4/25/03/31HO**

SALARY : R1 741 770 per annum, (all- inclusive)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A qualification at NQF Level 8 as recognized by SAQA in Business Management/Finance/ Accounting/ Operational Management. Eight (8) years of experience at a Senior Managerial Level. Knowledge: Del and Compensation Fund strategies and Goals. Del and Compensation Fund Service Delivery Models. Labour Relations Act. Risk Management and Corporate Governance. Budgeting and Financial Management. Employment Equity Act. Basic Conditions of Employment Act. Relevant stakeholders. Customer Service (Batho Pele) Principles. COIDA. Legislative requirements: (COIDA). Public Finance Management Act. National Treasury Regulation. Occupational Health and Safety Act (OHSA). Public Service Act. Public Service Regulations. Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Constitution of SA. Road Accident Fund (RAF). Unemployment Insurance Act (UIA). Competencies and Skills: Communication (verbal and written). Computer Literacy. Strategic leadership and planning. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Managing inter-personal conflict and problem solving. Decision Making. Accountability. People Management and Empowerment. Internal and external environmental awareness.

DUTIES : Determine the Fund Strategy, Vision, Mission and Value of the Fund and develop strategic plans. Leads and strategically direct the operations of the Fund. Apply a broad Legal understanding in regulatory compliance. Represent the Fund at relevant internal and external structure as well as maintaining stakeholder's relations to enhance the value of Fund. Establish and maintain appropriate internal controls and corporate governance. Champion institutional transformation and organisational change in order to deliver on service delivery commitments. Strengthen the institutional capacity of the Fund. Manage senior management team.

ENQUIRIES : Ms. SBN Mhlungu at 060 975 8803
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ5@labour.gov.za

POST 11/20 : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/25/03/16HO**

SALARY : R1 436 022 per annum, (all- inclusive)
CENTRE : Provincial Office: Eastern Cape
REQUIREMENTS : A qualification at NQF Level 7 as recognized by SAQA in Public/ Administration/ Public Management/ Labour Law/ Operations Management/ Human Resource management/Finance/Accounting/Social Science/Medical Science/Health Sciences/Engineering Science/Economics/ Statistics. Five (5) years of experience at a senior managerial level in a relevant operational environment. A valid driver's license. Knowledge: Recruitment and Selection, Human Resource administration, Relevant legislation in Labour Relations Act, Public Service Regulation Act, Basic Condition of Employment Act, Departmental Policies and procedures, Public Finance Management Act, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Verbal and written communication, Computer literacy, Negotiation, Presentation.

DUTIES : Oversee the effective implementation of Inspection and Enforcement Services. Oversee the effective implementation of Public Employment Service. Oversee labour Centre Operations in the Province. Oversee the effective implementation of Corporate Services. Oversee the effective implementation of UIF and CF services.

ENQUIRIES : Ms. MM Matyila Tel No: (012) 309 4026
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ8@labour.gov.za

POST 11/21 : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: HR5/1/2/3/1**
Re-advertisement and applicants who previously applied are encouraged to re-apply.

SALARY : R1 436 022 per annum, (all- inclusive)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A qualification at NQF Level 7 & SAQA recognized in Human Resources Management/ Business Management or in any other field related to the job. Five (5) years' functional experience at Senior Managerial level in a Corporate Services / Support environment (Human Resource Management or Organisational Effectiveness or Communication or Legal Services). Knowledge: HRM Methodology, Principles and Strategies. Digital Acumen / Relevant HRM systems. Stakeholders Development and Management.

Grievance and Dispute Resolution. Organisational effectiveness methods and principles. HR Planning (Demand & supply of posts). Change Management Methodology and principles. Litigation Management. Legislative and Contract Development. Internal Communication information system guidelines (Corporate identity Guideline). Compliance, Governance and Risk Management. Knowledge of relevant legislation and regulations (Constitution Act, COIDA, LRA, EE Act, SDA, BCEA, PAIA, PFMA, OHS Act, National Treasury Regulations, etc.). Legislative Requirement: Public Service Act. Public Service Regulations. Promotion of Administrative Justice Act. Government Communication Framework. Skills: Strategic Capability and Leadership. Monitoring and Evaluation. Project / Programme Management. Budgeting and Financial Management. Strategy Development and Strategic Reporting. Communication. Coaching and Mentoring. Conflict Management. Critical and Innovative Thinking. Direction Setting. People Management. Performance and Oversight. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Vision & strategy.

DUTIES : Provide strategy direction and oversee Human Resource Management services for the Fund (including COID Provinces). Oversee organisational effectiveness services. Oversee the development and implementation for optimised strategies for Communication, Marketing and stakeholder Engagement. Oversee the provision of Legal Services. Manage the operations and resources (Human, Finance, Equipment, Assets) of the Chief Directorate.

ENQUIRIES : Ms. F Fakir at 083 706 5863
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or direct your applications to: Jobs-CF18@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 11/22 : **DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: HR4/25/03/09HO**

SALARY : R1 216 824 per annum, (all- inclusive)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A qualification at NQF Level 7 & SAQA recognized in Human Resources Management/ Public Administration/ Public Management. Valid driver's License. Five (5) years' experience at Middle/ Senior managerial level in Human Resources Management. Knowledge: Public Service transformation and management issues, White paper on transformation of public service, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Access Recognition and licensing Committee, Human Resource development, Compensation for Occupational Injuries on Diseases Act, Occupational Health and Safety Act, Labour Relations Act, Basic Conditions of Employment Act, Public Financial Management Act, Employment Equity Act, Skills development Act. Skills: Planning and Organizing, Interpersonal, Computer Literacy, Ability to convert policy into action, Communication, Problem Solving, Listening and observation, Strategic management, Negotiation, Analysis, People Management, Presentation.

DUTIES : Provide guidance on the development and implementation of policies, research and monitoring objectives. Manage recruitment and selection processes, service benefits and employment equity. Manage the Employee Health and Wellness programmes and ensure proper planning of GDY matters within the Department. Manage MTEF Human Resource Plan submitted to DPSA. Manage all resources of the Directorate.

ENQUIRIES : Ms. MM Matyila Tel No: (012) 309 4026
APPLICATIONS : The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ6@labour.gov.za

POST 11/23 : **PROVINCIAL CHIEF INSPECTOR REF NO: HR4/25/03/13HO**

SALARY : R1 216 824 per annum, (all- inclusive)
CENTRE : Provincial Office: Limpopo
REQUIREMENTS : A qualification at NQF Level 7 & SAQA recognized in Chemical Engineering/Electrical Engineering/ Construction Engineering/ Mechatronics Engineering/ Environmental Health/ BCOM Law/ LLB Degree/ B-Tech in Labour Law/ B-Tech in Labour Relations/ BCOM Accounting/ Auditing. A valid driver's license. Five (5) years of experience at a middle/senior managerial level in Inspections enforcement/ legal or compliance. Knowledge: Departmental policies and procedures, Batho Pele Principles, PFMA, LRA, BCEA, Public Service Act and Regulations, SDLA, OHS Act and Regulations, COIDA, UIA, UI Contributions Act, Skills Development Act, Employment Equity Act, Immigration Act, Sectoral Determination. Skills: Facilitation skills, Planning and

<u>DUTIES</u>	:	Organising, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Presentation skills, Research skills, Project Management.
	:	Develop and implement programmes, work plans, and Policies for Inspection and Enforcement. Manage and monitor the execution of legal proceedings. Monitor, evaluate and report on the impact of Provincial Inspection and Enforcement programmes. Provide strategic advice on all areas of inspection and enforcement at Provincial level. Manage IES strategies and directives.
<u>ENQUIRIES</u>	:	Ms. A Moiloa Tel No: (012) 309 4389
<u>APPLICATIONS</u>	:	The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ7@labour.gov.za
<u>POST 11/24</u>	:	<u>DIRECTOR: PROJECT MANAGEMENT (ICT) REF NO: HR4/25/03/10HO</u>
<u>SALARY</u>	:	R1 216 824 per annum, (all- inclusive)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 7 & SAQA recognized in Computer Science/Information Systems/Information Technology. Certification in Project and Programme, Support Offices, Management of Portfolios, Management of value, and Management of Risk will be an added advantage. Five (5) years' experience at Middle/ Senior managerial level. Knowledge: Programme Management, ICT Systems and Development process, Change management frameworks, Quality assurance framework, Departmental policies and procedures, Batho Pele principles, Public Financial Management Act, Technical ICT standards and procedures, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Ability to convert policy into action, Skills Development. Skills: Project and programme management, Interpersonal, Analytical thinking, Process improvement, Communication Planning, Strategic management, Leadership, Facilitation, Negotiation, Change management, Team Management, Presentation, risk and issue management, Financial management, Quality management, Contract management, Integration management, Conflict Resolution, Schedule management, Multi-tasking.
<u>DUTIES</u>	:	Provide ICT business solution delivery frameworks and direction to the Programme Management Services. Manage the overall programmes of ICT projects design and implementation in DeL. Manage the implementation of effective and efficient business and system processes to ensure improved service delivery for DeL. Manage the implementation of an effective and efficient ICT quality framework on all business solutions. Manage all resources in the Directorate.
<u>ENQUIRIES</u>	:	Mr. A Maholela Tel No: (012) 309 4551
<u>APPLICATIONS</u>	:	The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ2@labour.gov.za
<u>POST 11/25</u>	:	<u>DIRECTOR: FINANCIAL COMPLIANCE AND REPORTING REF NO: HR4/25/03/11HO</u>
<u>SALARY</u>	:	R1 216 824 per annum, (all- inclusive)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 7 & SAQA recognized in Auditing/Internal Audit/ Public Finance/ Financial Management/Accounting/Corporate Governance. A valid driver's license. Five (5) years' experience at Middle/senior managerial level in Auditing/Internal Audit/Financial Management/Accounting/Corporate Governance environment. Knowledge: Finance, Technical standards/procedures, HR matters, Managerial functions, financial regulations, Budget framework systems, Government Accounting Methods, Medium Term Expenditure Framework, Preferential Procurement Policy Framework Act, Supply Chain Management prescripts, Generally, Recognized Accounting Practice, Basic Accounting System, Personnel Salary System, Treasury Guidelines on the compilation of budgetary submission, Framework on Performance Information, Manual on the Financial Planning and Budgeting Systems, Strategic Planning Management. Skills: Strong Analytical, Problem solving, Communication, Training, Strategic Leadership, Planning, Budgeting, Public Finance, Financial oversight, Research, Computer Utilization, Strategic Financial management, Adaptability during changes to meet goals, Strategic management, Financial leadership, Policy formulation and analysis, People management, Risk management, Programme and Project management, Self-management.
<u>DUTIES</u>	:	Monitor and assess financial compliance and reporting with the Department and overseeing financial investigations, advisory and awareness (advocacy) on all matters relating to financial compliance within the Department. Oversee and guide on the preparations of Departmental Financial Reporting and Departmental Financial Statements. Monitor compliance with regard to financial reporting as well as corporate governance of SOES and the implementation of their work plans and Annual Performance Plans as prescribed by chapter 6 of the PFMA, King reports on good

governance and Treasury Regulations. Evaluate Financial Statements of industries falling within the Ministerial Minimum Wage Determination and decide on the affordability of such applications. Manage Human Resources in the Directorate.

ENQUIRIES
APPLICATIONS

- : Mr. BE Maduna Tel No: (012) 309 4285
- : The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ1@labour.gov.za

DEPARTMENT OF HOME AFFAIRS

- 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:
- Eastern Cape:** Postal Address: Private Bag 7413, King Williams Town, 5600. Physical address: 11 Hargreaves Avenue, King William’s Town, 5600.
- Gauteng:** Postal Address: Private Bag X108, Braamfontein, 2017. Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017.
- Head Office:** Postal Address: Private Bag X114, Pretoria, 0001. Physical Address: 230 Johannes Ramokhoase Street, Pretoria, 0001.
- KwaZulu-Natal:** Postal Address: Private Bag X09, Pietermaritzburg, 3209. Physical address: 181 Church Street, Pietermaritzburg, 3209.
- Limpopo:** Postal Address: Private Bag X9517, Polokwane, 0700. Physical Address: 89 Biccard Street, Polokwane, 0699
- Mpumalanga:** Postal Address: Private Bag X11264, Nelspruit, 1200, Physical Address: 29 Bester Street, Nelspruit, 1200
- North West:** Postal Address: Private Bag X119, Mmabatho, 2735. Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745.
- Western Cape:** Postal Address: Private Bag X9103, Cape Town, 8000. Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.
- CLOSING DATE** : 25 April 2025
- NOTE** : Applications must be submitted online at <https://eRecruitment.dha.gov.za> or send to the correct email 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) 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. Shortlisted candidates are required to submit a copy of their ID document, relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, a copy of the applicant’s valid driver’s license and PDP (if specified as a job requirement) and details of current earnings (latest salary advice). Furthermore, applicants who possess (a) foreign qualification(s), will be required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA), by a specified date, and will be subjected to an interview, various relevant tests and assessment, and employment suitability checks (credit, criminal, citizenship, qualifications, employment references including verification of exit reasons, and conducting business with State). In the filling of entry-level positions, preference may be given to locally based candidates on grounds of affordability, as well as (unemployed) youth and the Department’s Interns and Learners who have successfully completed their respective skills development programmes and satisfy the inherent requirements of the post. 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 11/26** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: HRMC 9/25/1 (X2 POSTS)**
Directorate: Contracts
- SALARY** : R556 356 - R1 314 666 per annum (MR 6), (a basic salary package), Salary will be in accordance with the OSD determination for Legally Qualified Personnel.
- CENTRE** : Head Office: Tshwane
- REQUIREMENTS** : An LLB degree at NQF level 7 as recognized by SAQA. 8 Years’ relevant post-qualification legal experience. 5 Years’ experience in drafting commercial contracts will be an added advantage. Knowledge of the Constitution of the Republic of South Africa. Knowledge of all relevant public service and Departmental Legislative Frameworks and relevant Governance Structures. Understanding of the Public Finance Management Act and Regulations. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial Management. Program and project management. Problem solving and analysis. Change Management. Legal writing or drafting of Legal documentations. Planning, organising and time management.

Excellent written and verbal communication skills, as well as report writing and presentation skills. Influencing, networking, conflict management, facilitation and negotiation skills. Innovation. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty and Integrity.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Carry out daily operations of the Directorate: Contracts effectively. Draft and scrutinize commercial contracts and service level agreements. Provide high-quality legal advice and legal opinions pertaining to commercial contracts and service level agreements. Conduct research on drafting commercial contracts, service level agreements and legal opinions. Develop and implement policies, procedures and directives. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Ensure effective and efficient management of resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES : Head Office: Mr BC Mathatho Tel No: (012) 406 4250

POST 11/27 : **LOCAL OFFICE MANAGER (X16 POSTS)**

SALARY CENTRE : R552 081 - R650 322 per annum (Level 10), (a basic salary)
 : Eastern Cape: Medium Office: Aliwal North Ref No: HRMC 9/25/2a (X1 Post)
 : Eastern Cape: Medium Office: Grahamstown Ref No: HRMC 9/25/2b (X1 Post)
 : Eastern Cape: Medium Office: Lady Frere Ref No: HRMC 9/25/2c (X1 Post)
 : Eastern Cape: Medium Office: Mount Ayliff Ref No: HRMC 9/25/2d (X1 Post)
 : Gauteng: Medium Office: Alberton Ref No: HRMC 9/25/2e (X1 Post)
 : Gauteng: Medium Office: Randburg Ref No: HRMC 9/25/2f (X1 Post)
 : KwaZulu-Natal: Medium Office: Kwadukuza Ref No: HRMC 9/25/2g (X1 Post)
 : KwaZulu-Natal: Medium Office: Prospecton Ref No: HRMC 9/25/2h (X1 Post)
 : KwaZulu-Natal: Medium Office: Scottburgh Ref No: HRMC 9/25/2i (X1 Post)
 : Limpopo: Medium Office: Mutale Ref No: HRMC 9/25/2j (X1 Post)
 : Mpumalanga: Medium Office: Mhala Ref No: HRMC 9/25/2k (X1 Post)
 : North West: Medium Office: Zeerust Ref No: HRMC 9/25/2l (X1 Post)
 : North West: Medium Office: Mafikeng Ref No: HRMC 9/25/2m (X1 Post)
 : North West: Medium Office: Wolmaranstad Ref No: HRMC 9/25/2n (X1 Post)
 : Western Cape: Medium Office: Bellville Ref No: HRMC 9/25/2o (X1 Post)
 : Western Cape: Medium Office: Wynberg Ref No: HRMC 9/25/2p (X1 Post)

REQUIREMENTS : A qualification in Public Management, Administration, Social Sciences at NQF level 6 as recognized by SAQA. 3 Years' supervisor experience in a Civic Services environment is required. Sound experience in an operations management environment within Civic or Immigration Services. Knowledge of workflow planning and capacity planning. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization, and the use of online systems. Knowledge of Minimum Information Security Standards. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Management and Leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Innovation. Excellent verbal and written communication, as well as report writing and presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision-making and initiating action. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Manage the overall operations and performance of the Office against agreed service delivery standards. Provide advice and guidance on operations of the Department at a Local Office level. Manage the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports. Ensure delivery against the mandates derived from the Government's Programme of Action (POA). Ensure effective management and oversight of the Local Office's Immigration Services operations in line with the Immigration Act. Foster effective partnerships with all stakeholders and represent the Office at various forums. Ensure the effective implementation of strategic objectives and innovation (digital transformation and case management solutions) in the Local Office. Coordinate and

monitor delivery of the Local Office's operational plan against agreed timeframes and objectives. Implement governance processes, frameworks, policies, procedures, and manage risks. Ensure effective and efficient management of human, physical and financial resources within the Local Office. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

: Eastern Cape: Mr L Jama Tel No: (043) 604 6417
Gauteng: Mr P Mlangeni Tel No: (011) 242 9039 / 066 478 3254
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Limpopo: Mr J Kgole Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915
Western Cape: Mr M Pienaar Tel No: (021) 488 1409

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> obtainable using Microsoft edge or the latest Chrome version or alternatively the address specified in each post.
- CLOSING DATE** : 14 April 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

- POST 11/28** : **STATE ACCOUNTANT: PARTICIPATORY DEMOCRACY REF NO: 24/83/CD (X4 POSTS)**
(2 Years Contract)
This is a re-advertisement; applicants who previously applied are encouraged to re-apply.
- SALARY** : R308 154 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) in Financial Management, Financial Accounting, Internal Audit or equivalent as recognized by SAQA; A minimum of 2 years' experience in Finance; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, Division of Revenue Act (DORA); Knowledge of policy development. Skills and Competencies: Computer literacy; Planning and organizing skills; Communication skills (verbal and written); Creative thinking; Customer service orientation; Problem analysis; Interpersonal relations.
- DUTIES** : Implement the project budget forecast and objectives; Collect and consolidate of budget; Support the expenditure process; Capture statistics and generate reports on financial statistics indicating performance; Provide effective people management.
- ENQUIRIES** : Ms. M.D Modibane Tel No: (012) 315 1668
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply
- POST 11/29** : **SECRETARY IN THE OFFICE OF THE CHIEF MAGISTRATE'S OFFICE REF NO: 25/05/FS**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court Welkom
- REQUIREMENTS** : Grade 12 (with typing as subject or Secretarial Certificate); Skills and Competencies:

Planning and organizing; Computer literacy (Microsoft Word, Excel, Power Point and Internet); Good communication (verbal and written) skills; Presentation skills; Problem solving; Good Interpersonal relations; Proper usage of Presentation Equipment's; Ability to correctly interpret relevant documentation; Numeracy; Literacy; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs).

DUTIES : Key Performance Areas: Provides a secretarial/receptionist support service to the manager. Provides a clerical support service to the manager; Provides support to the manager regarding meetings.

ENQUIRIES : Ms. N Dywili Tel No: (051) 407 1800

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to No 108 St Andrew Street, Bloemfontein.

POST 11/30 : **ADMINISTRATION CLERK: PARTICIPATORY DEMOCRACY REF NO: 24/85/CD**
(2 Years Contract)
This is a re-advertisement; applicants who previously applied are encouraged to re-apply.

SALARY : R216 417 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria
REQUIREMENTS : Grade 12 certificate or equivalent; Skills and Competencies: Communication skills (verbal & written); Interpersonal relations; Computer literacy; Numerical skills; Ability to work under pressure and be self-motivated.

DUTIES : Key Performance Areas: Render general clerical support services; Provide financial administration support services in the component; Keep and maintain personnel records in the component; Provide supply chain clerical support services within the component; Provide various administrative duties.

ENQUIRIES : Ms M.D Modibane Tel No: (012) 315 1668

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

APPLICATIONS : Applicants are urged to choose/ utilise one of the methods provided above. You may forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Alternatively, application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. Another option is to submit application through email as a SINGLE scanned document/ One PDF attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms M Palare Tel No: (012) 406 7426/ Ms T Gumede Tel No: (012) 406 7567

CLOSING DATE : 11 April 2025

NOTE : The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications. N.B: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, courier, hand delivery and email. Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. 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 and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

OTHER POSTS

POST 11/31 : **PARLIAMENTARY AND CABINET SUPPORT REF NO: 012**
Office of the Minister: Minerals and Petroleum Resources
Re- advertisement for the post no: 001 PSVC 33 of 2024, Applicants who applied previously need to re-apply.

SALARY : R849 702 per annum (Level 11), (all-inclusive package)

CENTRE : Head Office

REQUIREMENTS : National Diploma in Politics/administration or relevant qualification (NQF level 6) with minimum of 3 years relevant experience at Assistant Director/ middle management level in ministry operations with valid driver's license as an added advantage Plus the following key competencies: Knowledge of: Ministry Operations, working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio. Knowledge of public service policy and prescripts, Minerals and Petroleum Resources sector. Skills: Good verbal and written communication skills, Computer Literacy,

proven problem-solving skills, Good Interpersonal liaison skills, Negotiation skills, formulating and editing skills. Thinking Demand: Analytical, Creativity, Strategic, Evaluation and Decision Making.

DUTIES : Manage the parliamentary process, Liaise with MPs, councillors and Parliamentary standing Committees, Support Parliamentary study Groups, Liaise with stakeholder.
ENQUIRIES : Ms LM Maluleka Contact Number Tel No: (012) 406 742
APPLICATIONS : Email to Recruitment01@dmre.gov.za
NOTE : Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.

POST 11/32 : **ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: 013**
Office of the Minister: Mineral and Petroleum Resources
Re- advertisement for the post no: 003 PSVC 33 of 2024, Applicants who applied previously need to re-apply.

SALARY : R849 702 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : National Diploma in Public Administration or relevant qualification (NQF level 6) with minimum of 3 years 'relevant experience at Assistant Director/ middle management level working in political and parliamentary environment in South Africa PLUS the following key competencies: Knowledge of: Knowledge of Ministry Operations, working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by the executive authority's portfolio, Knowledge of public service policy and prescripts in Minerals and Petroleum sector. Skills: Good verbal and written communication skills, computer literacy, problem solving skills, good interpersonal liaison skills, good organizational skills Thinking Demand: Analytical, Creativity, Strategic, Evaluation and Decision Making.

DUTIES : Manage the administrative activities within the office of the executive authority this would inter alia, entail the following, liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority, Render a cabinet /executive council support service to the executive authority, Supervise employees.

ENQUIRIES : Ms LM Maluleka Tel No: (012) 406 7421
APPLICATIONS : Email to Recruitment02@dmre.gov.za
NOTE : Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.

POST 11/33 : **REGISTRY CLERK REF NO: 014**
Office of the Minister: Mineral and Petroleum Resources
Re-advertisement for the post no: 009 PSVC 35 of 2024, Applicants who applied previously need to re-apply.

SALARY : R216 417 per annum (Level 05)
CENTRE : Head Office
REQUIREMENTS : Grade 12 certificate (NQF level 4) with no experience PLUS the following key competencies: Knowledge of: Understanding of the National Archives Act and Regulations. Understanding of the working of the Ministry. Understanding of the working of a fax, machine and photocopier. Skills: Communication skills, Computer skills, Managing the registry. Organising Skills. Thinking Demand: Problem solving, Decision making, Planning and Innovative thinking.

DUTIES : Manage the registry (Develop and maintain proper filing system, disposal of documents, opening and closing of files, proper filing of documents). Develop and maintain a database of clients/ services providers. Receive, record, screen all incoming submissions before forwarding it to the Minister and for distribution. Handle correspondence (receive, sort, acknowledge, distribute and make follow ups). Execute other duties as instructed.

ENQUIRIES : Ms LM Maluleka Tel No: (012) 406 7421
APPLICATIONS : Email to Recruitment03@dmre.gov.za
NOTE : Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.

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: 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.
- CLOSING DATE** : 11 April 2025
- 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. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to 40 disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). 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. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. 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

ERRATUM: Kindly note that the two posts of Registrar: Mpumalanga Division of the High Court, Middelburg and Mbombela with Ref No: 2025/22/OCJ and 2025/27/OCJ advertised on Public Service Vacancy Circular 09 dated 07 March 2025 with a closing date of 25 March 2025 are permanent posts. Apologies for any inconvenience caused.

OTHER POSTS

- POST 11/34** : **DEPUTY DIRECTOR: ICT SECURITY SPECIALIST REF NO: 2025/49/OCJ**
- SALARY** : R849 702 – R1 000 908 per annum (Level 11), all-inclusive package. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Matric certificate and a three-year National Diploma in Computer Engineering, Information Technology or equivalent qualification at NQF Level 6 (360 Credits) as 30 recognized by SAQA. A minimum of seven (7) years' ICT Infrastructure Support Management environment, with five 5 years' experience in ICT Security Operations specifically Firewall and Identity Management. Valid Firewall or Cybersecurity Technical certificate is mandatory. Valid MCSA: Windows 2012 or 2016 certificate, Valid CISM certificate or equivalent will be an added advantage. A valid driver's license. Skills and Competencies: Experience with Windows Server 2012 & 2016 environment. Experience with Microsoft Exchange 2013 and 2016 environment. Experience with DNS, DHCP, SQL, and WSUS. Experience with antivirus and malware protection solutions. Experience with firewall management specifically Fortinet firewalls. Experience in network and systems administration. A strong focus on service delivery with a desire to innovate, improve process, support others and share ideas. Excellent interpersonal relations. Effective communications skills (written and verbal). Attention to details imperative. Excellent Problem-Solving skills. Ability to multi-task is essential. Time management and ability to work under pressure. Ability to adapt to change.
- DUTIES** : Installation, configuration and maintenance of the OCJ's Enterprise Security Systems and Solutions. Implementation and management of the security in all OCJ's externally facing ICT security applications. Implementation and maintenance of the ICT security solutions for vulnerability audits and assessment. Establishment of an enterprise security stance through policy, architecture and training processes. Establishment and management of enterprise identity governance and access management solutions for the OCJ. Provide supervisory to internal and external ICT security management team.
- ENQUIRIES** : Technical Enquiries: Mr T Mohono Tel No: (010) 493 8754
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
- APPLICATIONS NOTE** : Applications can be via email to: 2025/48/OCJ@judiciary.org.za
OCJ will give preference to candidates in line with the departmental Employment Equity goals.
- POST 11/35** : **ASSISTANT DIRECTOR: HUMAN RESOURCES PRACTICES REF NO: 2025/50/OCJ**
- SALARY** : R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a three-year National Diploma/Degree in Human Resource Management/Public Management/Public Administration or equivalent qualification at NQF6 (360 Credits as recognized by SAQA). A minimum of six (6) years in Human Resource Management A least three (3) years' experience at Supervisory level. A valid driver's license. Experience and Knowledge of Recruitment and Selection, PERSAL Certificate in leave and personnel administration. Experience as a Personnel Controller will be an added advantage. Skills and Competencies: Knowledge of Human Resource Management Policies, PSCBC Resolution, Determination of leave of absence in the Public Service, Government Employee Housing Scheme, Government Employee Medical Aid Scheme, and application of relevant Legislative Frame work such as Public Service Act, 1994 as amended, Public Service Regulations 2016, Basic Conditions of employment Act 1997, Code of Conduct in the Public Service, and Labour Relations Act. Knowledge of Government Employee Pension Fund. On-line submission of Pension applications. Knowledge and understanding of Occupation Specific Dispensation (OSD), OSD in Legal environment will be an added advantage. Ability to interpret Policies. Practical experience in PERSAL System and Pension Case Management. Highly skilled in the MS Office Suite, especially EXCEL. Excellent communication skills (written and verbal). Ability to work under pressure. Analytical, organizing, planning, presentation and stakeholder liaison skills. Conflict resolution and negotiation skills. Good interpersonal relations. Ability to adhere to strict deadlines.

DUTIES

: Manage and monitor the implementation of conditions of service and benefits such as leave, resettlement, medical aid, resettlements, long service recognition, acting allowances, injury on duty, housing allowance, overtime, etc. in terms of applicable PSCBC Resolutions. Implement COIDA strategies to enforce compliance with COIDA Legislation. Co-ordinate COIDA forms and liaise with the Department of Labour on COIDA claims. Manage and implement Policy on Incapacity Leave and Ill-Health Retirement (PILIR). Manage the implementation service termination process and exit interviews. Approve transactions on PERSAL according to delegations. Develop, review and implement HR policies, procedures and processes; operational plans, risk management registers and audit action plans. Management of Recruitment and Selection processes. Management of employee performance and development processes and ensure compliance to the PMDS directives. Prepare monthly, quarterly and annual reports, operational plans, risk management registers and Audit Action plans. Management Human resource records and ensure compliance with the records management prescripts. Provide human resource information, Knowledge and understanding of occupation Specific Dispensation (OSD), OSD in Legal environment will be an added advantage. knowledge management and provide technical advice to the relevant stakeholders. Manage human resources administration enquiries to ensure the correct implementation of human resource management practices.

ENQUIRIES

: Technical /HR related enquiries: Ms D Kupa Tel No: (010) 493 2528

APPLICATIONS

: Can be via email to: 2025/49/OCJ@judiciary.org.za

NOTE

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

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

- APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or E-mail your application to Advert032025@dpsa.gov.za
- CLOSING DATE** : 15 April 2025
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); 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 documents, all non-SA citizens must attach 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). Personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

OTHER POST

- POST 11/36** : **DEPUTY DIRECTOR: DIGITAL COMMUNICATIONS REF NO: DPSA 03/2025**
- SALARY** : R849 702 per annum (Level 11), (an all-inclusive remuneration package). Annual progression up to a maximum salary of R1 000 908 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum qualification at NQF level 7 in Digital Communication / Communication Studies / Journalism / Communication Science as recognised by SAQA. 3 years supervisory experience. 5 years' experience in the field of digital communications. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Public Service Act and Regulations, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act and Skills Development Act. Knowledge of Information, Media Management and GCIS guidelines on communication management, Paid media, Digital medial listening tools and scheduling tools i.e. Hootsuite, Government Communication Policy, Government Communicators Handbook and Government Corporate Branding Guideline. Managerial Skills: Communication, Stakeholder management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal relations, teamwork, confidentiality, Human Resource Management, Research (basic), Change management and Program management. Generic skills: Diversity management, Information management, Presentation, Report writing and Conflict management. Technical (Specialisation) Skills: Photo and video production and editing, Digital media management, Online brand reputation management, Customer services, Computer Literacy, Digital marketing skills, Digital analysis, Web Conferencing tools, Graphic Design Software and Digital Literacy. Attributes: Strategic thinking and leadership, Ability to work overtime, ability to work independently and as a team and Ability to work under pressure and meet tight deadlines.
- DUTIES** : Develop strategies, policies / guidelines and systems for digital communications, graphic design, video, and photography services. Develop and review strategies, policies / guidelines for digital communications, graphic design, video and photography services. Develop and maintain the required systems for digital communications, graphic design, video, and photography services. Render digital media services.

Provide digital media services which includes Drafting of content for publishing in the digital platforms, implementing digital media campaigns, Promoting and managing client/ stakeholders/ audience engagement, responding to queries received from clients/ stakeholders / audiences, removing of inappropriate content and manage inappropriate audience and updating of social media sites. Render graphic design, video, and photography services for the Department. Develop the Standard Operating Procedures (SOPs) for the provision of Graphic design, video, and photography services. Provide Graphic design, video, and photography services to the department and the Ministry which includes Production of graphic design for the department and the Ministry and Production of photography and video material. Manage all the Operations, Systems and Processes of the Sub-Directorate. Develop, implement and maintain, electronic and manual systems for the effective and efficient functioning of the Sub-Directorate, Develop and submit Strategic, Annual Performance and Operational Plans of the Sub-Directorate to the Director, Submit Sub-Directorate performance agreements, probation reports, mid-year and annual assessment by the stipulated due dates, Complete and submit the Sub-Directorate budget by the stipulated due dates, Make inputs to the budget of the Directorate, Make inputs to all audit findings of the Directorate by the approved due dates, Meet risk and ethics management compliance requirement, Participate in transverse task/project teams and work groups as required or nominated, Manage, analyse and report on digital platforms and digital media assets, utilized by the department.

ENQUIRIES

:

Mr. M.J.M. Mushi Tel No: (012) 336 1358

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Applicants may also email their applications to the following email addresses: For: Executive Director- e-recruit.ED@dsd.gov.za
Chief Information Officer- e-recruit.CIO@dsd.gov.za
Chief Director: Legal Services – e-recruit.LS@dsd.gov.za
Ethics Practitioner – e-recruit.EP@dsd.gov.za
Professional Nurse – e-recruit.PN@dsd.gov.za
- FOR ATTENTION** : Ms P Sebatjane
- CLOSING DATE** : 11 April 2025
- NOTE** : Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). If applying for more than one position, applicant must submit separate applications for each position. Short listed candidates for a post will be required to submit certified copies of qualifications and identity documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS (submitted prior to appointment) and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, 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. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Amendment Regulations, 2023, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms P Sebatjane. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 11/37** : **EXECUTIVE DIRECTOR: INSPECTORATE REF NO: A/A1/2025**
Inspectorate for Social Assistance
(5-Year Fixed Term Contract)
- SALARY** : R1 741 770 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful

candidate will be required to enter into a performance agreement and to sign an employment contract.

<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria
	:	A qualification at NQF Level 8 as recognized by SAQA in the field of Public Administration/ Management or Business Administration/ Management or Legal Studies or Forensic Accounting Plus a minimum of 8 years experience at senior management level. Knowledge of Social Assistance and Regulations, SASSA Act and PREECA Act. Knowledge and understanding of the Social Security Framework. Knowledge of matters related to strategic planning, risk management and monitoring and evaluation. Knowledge of Treasury Regulations. Knowledge of the Public Finance Management Act. Competencies needed: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Information and knowledge management skills. Communication (written and verbal) skills. Service delivery innovation skills. Problem solving skills. People management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Law enforcement. Investigative. Legal skills. Attributes: Good interpersonal relations. Ability to work under pressure. Innovation and creativity. Independent thinker. Ability to work in a team and independently. Adaptability. Confidentiality. Cost consciousness. Honesty, integrity and ethics. Emotional intelligence. Ability to evaluate/ analyze information. Strategic awareness. Customer service oriented and focus. Accountability. Ability to exercise appropriate judgement. Diplomacy. Independent thinking. Honesty and integrity. Assertiveness.
<u>DUTIES</u>	:	Accountable for the overall management and administration of the Inspectorate for Social Assistance. Oversee investigations of fraud, corruption and service mismanagement relating to social assistance administered by SASSA. Oversee financial audits and audits on compliance with regulatory and policy measures and instruments relating to social assistance. Oversee and manage the establishment of an effective complaints mechanism. Generally ensure the integrity of the social assistance framework and systems as envisaged in Chapter 4 of the Social Assistance Act, 2004 as amended.
<u>ENQUIRIES</u>	:	Ms B Sibeko Tel No: (012) 741-6803
<u>POST 11/38</u>	:	<u>CHIEF INFORMATION OFFICER REF NO: B/A1/2025</u> Chief Directorate: Information Technology and Related Personnel
<u>SALARY</u>	:	R1 436 022 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria
	:	A qualification at NQF Level 7 as recognized by SAQA in Computer Science, Computer Information Systems, IT Management, or Database Administration Plus five (5) years' experience at a senior management level. Knowledge of the relevant Public Service regulatory frameworks such as MISS, MIOS, POPIA, SITA ACT, Corporate Support ICT Framework etc. Knowledge of the government digital strategies. Public Finance Management Act. Treasury regulations. Competencies needed: Programme and Project management skills. People management and empowerment skills. Financial management skills. Communication (written and verbal) skills. Client orientation and customer focus. Policy development and formulation skills. Strategic capability and leadership skills. Computer literacy. Change management skills. Interpersonal skills. Knowledge Management skills. Problem solving and analysis skills. Statistical and data analysis skills. Service delivery innovation skills. Stakeholder management skills. Attributes: Pragmatism. Ability to work under pressure. Ability to bring the benefits of IT, Information System and Information Management to solve business issues while also managing costs and risk.
<u>DUTIES</u>	:	Manage the provision of information and knowledge management services. Manage the provision of information technology operations services. Manage the design and development of IT systems. Manage the departmental technology programmes and projects. Manage partnership with service providers/ or stakeholders. Manage stakeholder relations. Oversee, manage, and report on the budget, human resources, and performance of the chief directorate in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Ms L Oliphant Tel No: (012) 312-7654

<u>POST 11/39</u>	:	<u>CHIEF DIRECTOR: LEGAL SERVICES REF NO: C/A1/2025</u> Chief Directorate: Legal Services
<u>SALARY</u>	:	R1 436 022 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria A qualification at NQF Level 7 as recognized by SAQA in the field of Law (LLB, BPROC, BJURIS) PLUS five (5) years' experience at a senior managerial level. An admission as an Advocate/ Attorney will be added advantage. Knowledge of the relevant Public Service Legislation. Knowledge and understanding of drafting legal instruments. Knowledge and understanding of litigation management processes in government. Knowledge and understanding of interpreting statutes, Constitutional Law, Law of Evidence, Civil Procedure, Promotion of Access to Information Act. Public Finance Management Act. Treasury Regulations. Knowledge of Promotion of Administrative Justice Act, 2000. Knowledge of Protection of Personal Information Act, 2013. Competencies needed: Strategic capability and leadership skills. Policy analysis and development skills. Budget planning and monitoring skills. Service delivery innovation skills. Problem solving and change management skills. People management and empowerment skills. Client orientation and customer focus. stakeholder management skills. Presentation and facilitation skills. Operations Management skills. Programme and project management skills. Financial management skills. Communication (written and verbal) skills. Computer literacy. People management and empowerment skills. Client orientation and customer focus skills. Conflict management skills. Networking skills. Attributes: Good interpersonal relations. Ability to work under pressure. Innovation and creativity. Ability to work in a team and independently. Adaptability. Diplomacy. Independent thinking. Cost consciousness. Honesty and integrity. Assertiveness.
<u>DUTIES</u>	:	Manage legislative review and drafting processes. Provide contract and litigation management services. Provide legal advice and opinions. Oversee, manage and report on the budget, human resources and performance of the chief directorate in line with the set regulations prescripts.
<u>ENQUIRIES</u>	:	Ms L Oliphant Tel No: (012) 312 7654

OTHER POSTS

<u>POST 11/40</u>	:	<u>ETHICS PRACTITIONER REF NO: D/A1/2025</u> Chief Directorate: Risk, Oversight and Integrity Management
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Degree/ National Diploma in Risk Management/ Internal Auditing/ Public Administration/ Business Management Plus 1-3 years' experience in Ethics and Integrity environment. Certified Ethics Practitioner registration with The Ethics Institute. Knowledge of the Public Service Regulatory. Knowledge of Public Service Act. Knowledge of the PFMA and Treasury Regulations. Knowledge of Ethics Management Framework. Knowledge of Strategy lifestyle audit in the Public Sector. Knowledge of King IV report. Competencies needed: Communication (written and verbal) skills. Planning, coordination and organizing skills. Problem Solving skills. Diagnostic and analytical skills. Project management skills. Computer literacy. Facilitation and presentation skills. Client orientation skills. People management skills. Fraud investigation skills. Presentation skills. Attributes: Interpersonal and liaison skills. Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Assertiveness. Achievement orientated. Cost Consciousness. Business Ethics. Confidentiality.
<u>DUTIES</u>	:	Facilitate the implementation of Ethics and Integrity programs, policies and procedures to ensure compliance in the department. Promote and implement code of conduct in line with legislative frameworks. Conduct investigations on ethics related cases. Promote financial disclosure information within the department and maintain the database within the department. Analyse risk assessment report to identify ethics and integrity related matters. Provide the secretariat services to the ethics and integrity committee.
<u>ENQUIRIES</u>	:	Ms A Samaad Tel No: (012) 312 7373

<u>POST 11/41</u>	:	<u>PROFESSIONAL NURSE REF NO: D/A1/2025</u> Sub-Directorate: Employee Health and Wellness
<u>SALARY</u>	:	R307 473 – R434 121 per annum, (Salary will commensurate with years of experience)
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	A Diploma/ Degree in nursing or equivalent certificate in occupational health. Registration with the South African Nursing Council (SANC) as a Professional Nurse. Knowledge of nursing care processes and procedures. Nursing statutes, and other relevant legal frameworks such as: Nursing Act. Knowledge of Health Act. Occupational Health and Safety Act. knowledge of Patient Rights Charter, Knowledge of Batho-Pele Principles, Public Service Regulations, Labour Relations Act. Disciplinary Code and Procedure, Grievance Procedure, etc. Knowledge of Employee health and wellness strategic framework. Knowledge of the Social Development Sector. Competencies needed: Good Communication (written and verbal) skills. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking skills. Problem solving skills. Information management skills. Knowledge management skills. Planning and organising skills. Computer literacy. Attributes: Responsiveness. Pro-activeness. Professionalism. Accuracy. Flexibility. Initiative. Cooperation. Team player. Supportive Assertive.
<u>DUTIES</u>	:	Develop, review and monitor the implementation of Health and Productivity Policy (eg, Protocol, guidelines and SOP's). Facilitate the establishment and operationalisation of the sick bay for the department. Conduct needs assessment and implement Health promotion programmes. Facilitate the communicable and non-communicable as well as mental health within the department. Compile monthly and quarterly reports for Health activities. Utilize human, material and physical resource efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms M Tabane Tel No: (012) 312-7694

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. Room 4034 or email to: Recruitment@dot.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 applying for on the Subject Line as directed on the post note.
- FOR ATTENTION** : Recruitment Unit
- CLOSING DATE** : 11 April 2025
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). 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). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a 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 11/42** : **DIRECTOR-GENERAL REF NO: DOT/ HRM/2025/07**
Branch: Administration (Office of the Director-General)
(5 Years Fixed Term Contract)
- SALARY** : R2 259 984 per annum (Level 16), all-inclusive package of which 30% may be structured according to the individual needs plus 10% non-pensionable HoD Allowance.
- CENTRE** : Pretoria
- REQUIREMENTS** : An NQF 8 qualification as recognized by SAQA in Civil Engineering / Transport Economics / Transport and Logistics Management / Transport Management / Maritime Studies / Mechanical Engineering with at least 10 years' relevant experience at a Senior Management level in the transport sector. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. A Master's Degree (NQF level 9) qualification as recognised by SAQA in one of the above-mentioned disciplines or Management or Finance will serve as an added advantage. Extensive knowledge in transport management including policy, legislation, systems and operations and White paper on National Transport Policy. Knowledge of the current global trends and research matters in the transport and logistics environment and ability to convert policy into action. The ability to build and lead high performance teams and drive the national transport policy, strategy and implementation plans for overall developmental objectives of the country. The ability to promote good relations with transport stakeholders, social partners and civil society. Awareness of the challenges facing the transport sector due to global warming and the

options that South Africa has to address these challenges. Strong governance and administration skills to ensure effective performance and service delivery with regards to the Departmental obligations in Cabinet Clusters, parliament, State Owned Entities and the sector. Extensive knowledge of Public Finance Management Act. Good communication skills (Verbal and non-verbal). Computer literacy and Governance related to information. Good Financial Management an ability to compile and manage budgets, control cash flow, risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate.

DUTIES

: Coordinate and render effective, efficient strategic support and administrative services to the Minister, Deputy Minister and Department. Coordinate delivery of the Department's strategic goals through an integrated programme management approach. Oversee the provision of effective ender human resource management and development services to the DOT. Oversee the provision of effective corporate management service to the DOT. Oversee the provision of international relations support to the DOT and agencies. Oversee the provision of effective professional legal service to the Minister, Deputy Minister and Department and its agencies including corporate governance support and monitoring mechanisms for public entities. Oversee the provision of internal and external communication services. Oversee the effective management of the DOT budget. Oversee the provision of effective ICT services. Oversee the provision of effective financial management services which are in line with treasury prescripts and prescribed accounting principles. Oversee the provision of sound internal audit, risk and fraud investigation services as well as strategic planning and cluster coordination for the Department. Oversee the integration of cross modal transport planning and facilitate the development and transformation of the transport industry. Ensure provision of effective research, monitoring and evaluation of modal transport policies and strategies. Ensure effective macro-sector planning within national and provincial governments. Ensure the provision of national innovative research and development programme, monitor and evaluate the performance of the transport sector and coordinate the formulation of environmental policies and strategies. Oversee the development of transport funding mechanisms and provision of relevant economical advice. Oversee the implementation of an integrated global logistics strategy and facilitate the coordination between all the modes of transport. Oversee the facilitation and coordination of the development and implementation of a safe, reliable and efficient integrated rail network and Ports. Oversee the development and alignment of rail legislation, policies and strategies with DOT strategic objectives and international norms and standards. Provide guidance on the development of an integrated transportation network with sectors in the built environment and economic development. Oversee the development, maintenance and updating of infrastructure funding and coordinate funding needs. Oversee the alignment of rail public entities with DOT performance management system. Oversee the development and alignment of Port legislation, policies and strategies with DOT strategic objectives and international norms and standards. Provide guidance on the development of an integrated Port strategy with sectors in the built environment and economic development. Oversee the development, maintenance and updating of infrastructure funding and coordinate funding needs. Provide leadership in the development and implementation of safe, reliable integrated road infrastructure and passenger transport systems. Oversee the alignment of roads public entities with DOT performance management system. Oversee the regulation of road safety and traffic management. Provide leadership for the coordination of planning, development implementation and operation of a sustainable reliable integrated road infrastructure network. Oversee the development and implementation of road engineering standards. Oversee the management of driving license card entity fund. Provide leadership in coordinating the development and implementation of safe, economically viable integrated and reliable air transport and infrastructure. Oversee the development of internationally competitive regulatory framework for civil aviation. Oversee the planning and development of an integrated aviation infrastructure and industry with an effective international and regional regulatory framework. Oversee the monitoring and evaluation of the impact of aviation safety, security and environmental regulatory frameworks. Oversee the alignment of aviation public entities with DOT performance management system. Provide leadership in coordinating the development and implementation of safe, economically viable integrated and reliable maritime transport and infrastructure. Oversee the development and alignment of legislation, policies and strategies with DOT strategic objectives and international norms. Oversee the development and promotion of an integration of maritime infrastructure and industry. Oversee the implementation of policy and legislation for safety, security and maritime environmental protection and participate in the bilateral process as defined. Oversee the alignment of maritime public entities with

DOT performance management system. Oversee the monitoring of Air Traffic Navigation services and flight procedures. Oversee the effective monitoring of Air Services Licensing Councils. Provide leadership in coordinating safe, reliable, effective, efficient, integrated and environmentally friendly public transports systems. Oversee the management and monitoring of the DORA grants. Oversee the development and maintenance of policy, legislation, regulation, and coordinate and facilitate the implementation thereof. Oversee and facilitate the implementation of public transport strategy and action plan in urban areas. Oversee the implementation and maintenance of the rural, scholar and non-motorised transport strategies. Oversee the development of norms and standards and ensure the provision of support for integrated public networks. Oversee the development and implementation of a Green Transport system. Oversee the development and implementation of a digital modernization of the transport system.

ENQUIRIES
NOTE

: Ms Carmen Coetzee Tel No: (012) 309 3493
: Candidates must quote the name of the post as follows; "Director-General: Transport" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

POST 11/43

: **DEPUTY DIRECTOR-GENERAL: ROAD TRANSPORT REF NO: DOT/HRM/2025/08**
Branch: Road Transport

SALARY

: R1 741 770 per annum (Level 15) of which 30% may be structured according to the individual needs.

CENTRE

: Pretoria

REQUIREMENTS

: An undergraduate (NQF 8) qualification in Civil Engineering / Transport Economics and postgraduate qualification as recognised by SAQA with at least 8 years' relevant experience at a senior management level in the transport sector. Registration with ECSA as a Professional Engineer or Engineering Technologist will be an added advantage. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge And Skills: 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. Communication: Verbal & Written communication - English - above average, Computer literacy. Governance related to information. Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment (PME): Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Career Pathing: Promotion to next level. Progression to next level is possible through competition for a vacant position. Compliance with the requirements of the higher post.

DUTIES

: Manage the regulation of road safety and traffic management. 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 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. Oversee the driving license card fund. Ensure the development and implementation of effective policy on the management of funds. Manage the Driving License Card Trading Entity income and expenditure. 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
NOTE**

: Mr Mathabatha Mokonyama Tel No: (012) 309 3347
 : Candidates must quote the name of the post as follows; "Deputy Director-General: Road Transport" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

OTHER POSTS

POST 11/44

: **ASSISTANT DIRECTOR: INTERNAL HUMAN RESOURCES DEVELOPMENT REF NO: DOT/HRM/2025/09**
 Branch: Administration (Corporate Services)
 Chief Directorate: Human Resources Management and Development
 Directorate: Human Resources Development and PMDS
 Sub-directorate: Internal HRD

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 per annum (Level 09), all-inclusive package and 30% in lieu of benefits.
 : Pretoria
 : An undergraduate (NQF 6) qualification as recognised by SAQA in Human Resources Development / Human Resources Management / Industrial Psychology / Management in Training / Public Management / Administration with 3 years' experience at a supervisory or Practitioner level in Human Resources Development. Knowledge And Skill: Knowledge of Human Resources Development (HRD) related strategies and applicable act, Public Service Act and the regulatory framework, Public Finance Management Act (PFMA), Project management skills, Computer literacy, Good communication and writing skills; Good presentation and facilitation skills, problem-solving, time management, planning, coordination and organizational skills. Knowledge of Training in the train-the-trainer for various onboarding programmes in the public service such as Compulsory Induction, Breaking the Barriers to the public service will be an added advantage. Communication- Verbal & Written communication - English - above average - Computer literacy. Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Strategic Capability & Leadership (SCL): Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment (PME): Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Annual Reports, Project/Programme Management (PPM): Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). Change Management: Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments. Career Pathing: promotion to the next level. Progression to next level is possible through competition for a vacant position.

DUTIES

: Monitor the implementation of departmental HRD strategy. Conduct training needs analysis. Develop a Workplace Skills Plan (WSP) and Annual Training Report (ATR) on an annual basis. Participate in skills development planning for various training plans such as Annual Human Resource Development Plan. Provide inputs to Departmental Human Resource Plan and any other skills development plan as and when required. Facilitate the implementation of learning interventions as per the approved Workplace Skills Plan, Skills Audit and other sources such as National School of Government (NSG). Compile various skills development reports such as the Quarterly Monitoring Reports to SETAs, Expenditure Reports and the Annual Training Report, Annual Monitoring and Evaluation reports for submission to relevant stakeholders. Monitor the submission of Post Training Evaluation reports and conduct impact of the training (Return on Investment). Facilitate the submission of various HRD related reports to

stakeholders. Implement the Executive Development Programmes and Career Development framework. Facilitate On-boarding Programmes within DOT. Coordinate the departmental compliance with all mandatory onboarding programmes for employees and interns in the Public Service. Facilitate the general induction for newly appointed employees. Facilitate new entrants into Public Service on the Compulsory Induction Programme. Liaise with the National School of Government on the provision/delivery of various compulsory onboarding programmes. Maintain statistics for various induction programmes and provide the relevant reports to stakeholders when necessary. Administer Internship and Learnership Programmes. Conduct recruitment and selection of interns/learners. Manage the administration of interns such as internship/learnership files. Conduct Interns' quarterly meetings. Conduct Mentors' quarterly meetings. Facilitate Learners' placements and handle any other interns' queries. Monitor the implementation of internship programmes. Implement the Department's Bursary Scheme. Manage the recruitment and selection process. Manage the administration of bursaries. Facilitate adjudication of bursary applications. Manage the audit of bursary files. Manage bursary reports. Conduct impact analysis for bursaries. Manage the resources of the section. Provide the necessary guidance and supervision to subordinates. Ensure training and development of subordinates. Monitor asset and stationery management. Manage the administration of leaves in the section. Ensure submission of performance agreements, half-yearly reviews and annual assessments of subordinates. Ensure compliance to all relevant public service prescripts and policies.

**ENQUIRIES
NOTE**

: Mr Lucky Mpofu Tel No: (012) 309 3996
 : Candidates must quote the name of the post as follows; "Assistant Director: Internal HRD" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

POST 11/45

: **SENIOR ADMIN OFFICER: INTERNAL HUMAN RESOURCES DEVELOPMENT
REF NO: DOT/HRM/2025/10**
 Branch: Corporate Services
 Chief Directorate: Human Resource Management and Development
 Directorate: HRD and PMDS
 Sub-directorate: Internal Human Resource Development

**SALARY
CENTRE
REQUIREMENTS**

: R376 413 per annum (Level 08)
 : Pretoria
 : An undergraduate NQF level 6 qualification as recognised by SAQA in Human Resources Development / Human Resources Management / Industrial Psychology / Management in Training / Public Management / Administration with 2 years' minimum working experience in a human resource development field. Knowledge And Skills: Knowledge of Human Resource Development (HRD) related strategies and applicable acts, Public Service Act and the regulatory framework, Public Finance Management Act (PFMA), Project management skills, Computer literacy, Good communication and writing skills; Good presentation and facilitation skills, problem-solving, time management, planning, coordination and organizational skills, Knowledge of Training in the train-the-trainer for various onboarding programmes in the public service such as Compulsory Induction, Breaking the Barriers to the public service will be an added advantage.

DUTIES

: Provide the implementation of Workplace Skills Plan (WSP), Conduct training needs analysis, collect and capture information for the development of the WSP and Annual Training Report (ATR), implement the training schedule, compile submissions for the delivery of in-house courses, participate in the implementation of on-boarding programme, coordinate the implementation of training interventions for officials, conduct post-training evaluation and Impact of Training (ROI), Provide for the implementation of development programmes, conduct a needs analysis for the internship and learnerships programmes, assisting in selection & recruitment of interns in the department, process the Internship administration, assist in allocation of interns per relevant directorate, monitoring progress of interns and leave days, mentoring of interns in my directorate, arrange and invite mentees and mentors for meetings, managing and updating interns' profile records, coordination of interns and mentors' meetings, monitor the submission of monthly attendance registers, coordinate the submission of testimonial letters, prepare completion certificates, organise the ceremony for certificate awards, participate in the recruitment and selection of interns in the department, participate in interviews and allocation of interns within the department, monitor the submission of interns' progress reports and attendance registers from interns, coordinate mentees and mentors' meetings, Monitor and update interns' profile records and reports, Administer interns' leave and all other relevant internship records, administer internship/ learnership data base, ensure overall

attendance & compliance with the signed contracts, Administer educational programmes, consolidate all training databases into relevant HRD Reports such as Quarterly Training reports, Annual Training reports as well as quarterly and annual expenditure reports, etc, ensure the submission of post-training evaluation reports, participate in the review of training related tools and systems, maintain accurate recording and safe- keeping of all HRD related information, conduct benchmarking of best practice HRD systems and practices, communicate HRD developments in the newsletter/ e mail/ social media through the relevant channels, render general administrative support services, Track all outstanding payments and monitor administrative records, source out accredited training service providers, capture and process training related application forms, conduct inventory inspection and record all HRD assets, maintain bursary and training related databases, supervise sub-ordinates in the section, provide support in the human resource development committee.

ENQUIRIES
NOTE

- : Mr Lucky Mpofu Tel No: (012) 309 3996
- : candidates must quote the name of the post as follows; “Senior Admin officer: Internal HRD” on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE** : 11 April 2025
- NOTE** : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. 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 of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a driver's license, annotate such details on CV. 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 qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a 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 11/46** : **CHIEF ENGINEER GRADE A REF NO: 110425/01**
Branch: Water Resource Management
Dir: Water Resource Development Planning
- SALARY** : R1 200 426 – R1 371 489 per annum, (all-inclusive OSD salary package)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A Civil / Agricultural Engineering degree (B Eng/BSC (Eng). Six (6) years post qualification experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Relevant experience in the field of Water Engineering or Integrated Water Resources Management (IWRM) or Integrated Environmental Management (IEM). Ability to relate to and work with associated professional fields in a multi-disciplinary team. Experience in planning and/or implementation of water projects. Good Communication skills both (verbal and written). Policy and strategy development skills.
- DUTIES** : To optimise and plan water resource utilisation and development in one of the Northern, Central, Eastern or Southern Planning Regions through the evaluation of various management/development options. Identification of available water resources and development needs through multidisciplinary studies at appropriate levels of detail. Involvement in the development of water management strategies. Conceptualisation of possible solutions to meet water requirements and evaluation of technical options and associated social, economic and environmental impacts. Coordination and processing of inputs from a wide range of disciplines. Capacity building and mentoring of young engineers. Professionally supervise production engineers from other planning areas within the Directorate. Liaison with other organisations and parties on projects/water resource related matters (at local, regional, national and international

level). Analyses of and recommendations on financial, legal and institutional aspects for water resource projects. Ensure management of human resources. Provide leadership and ensure good management and administration.

**ENQUIRIES
APPLICATIONS**

: Ms C Fourie at 082 809 2355
: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: RecruitHO11@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

**FOR ATTENTION
NOTE**

: Recruitment and Selection Unit
: This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.

POST 11/47

: **SCIENTIST MANAGER GRADE A REF NO: 110425/02**
Branch: Infrastructure Management Head Office
Dir: Environmental Impact Monitoring

**SALARY
CENTRE
REQUIREMENTS**

: R1 042 170 per annum, (all-inclusive OSD salary package)
: Pretoria Head Office
: An MSc Degree in the following fields: Applied Geology / Geological Sciences or relevant science qualification. Six (6) years post BSc Natural Scientific experience. Compulsory registration with the South African Council of Natural Scientific Professions (SACNASP) as a Professional Natural Scientist in the fields of practice Geological Sciences or Earth Sciences. The disclosure of a valid unexpired driver's license. Experience in the following fields will serve as an added advantage: Engineering Geology, Soil Mechanics, Rock Mechanics. Working knowledge of National Water Act, 1998 (Act No 36 of 1998), Dam Safety Regulations, 2012 (No. 35062) and related policies. Computer literacy. Working knowledge of relevant Engineering Geological and Geotechnical Engineering legislation and related policies. Knowledge of PFMA. Knowledge of Occupational Health and Safety Act. Ability to review technical and scientific reports and provide recommendations. Technical report writing skills. Ability to provide technical and scientific support to Department of Water and Sanitation (DWS) units and other government departments. Professional Judgment. Good communication, presentation, and networking skills. People management and mentoring of candidate scientists. Planning, organising, conflict management and change management. Excellent problem solving and analysis. The ability to work independently, to interact with communities, Professional Service Providers (PSPs) and planning partners in the water sector. Willingness to travel extensively all over the country and work irregular hours. Knowledge of programme and project management. Working knowledge of research and development. Computer aided scientist applications. Creation of high-performance culture. Sound administrative skills and demonstrated commitment to service delivery.

DUTIES

: Leadership and management of sub-directorate geotechnical and geological services. Provision of geological services towards the development, maintenance, rehabilitation, and refurbishment of bulk water infrastructure projects. This includes amongst others, the development, supervision, and management of geological and geotechnical investigation programmes at various construction phases and the development of Tender documentation, financial proposals, and Terms of References. Management of soil and rock laboratory testing programmes for earth and concrete dams, dam construction materials and problem soils. Knowledge of codes of practice for development on problem soils and dolomitic land for water infrastructure. Development, management and supervision of foundation and material investigation programmes and reports for the design and construction of Category II and III dams, sourcing of construction materials and modelling probabilities of failure in slopes, embankments, and reservoirs. Professional Team Member as per Dam Safety Regulations for geological requirements in Category II and III dams. Compilation of Environmental Management Programmes for geotechnical investigations. Provide technical inputs to DWS civil engineering projects. Provide technical support to regional and cluster offices on projects. Represent the Department in various fora including participation in the technical committee meetings for projects. Assist in the management of PSPs where required. Attend meetings and manage conflict among various stakeholders during the implementation of geological and geotechnical projects.

**ENQUIRIES
APPLICATIONS**

: Dr J Maluleke Tel No: (012) 336 8875
: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: RecruitHO11@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit

POST 11/48 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A (ELECTRICAL) REF NO: 110425/03**
 Branch: Infrastructure Management Northern Operations
 Dir: Operations Northern (Technical Services)
 Re-advertisement, applicant who previously applied must re-apply

SALARY : R873 840 per annum, (all-inclusive OSD salary package)
CENTRE : Hartbeespoort: Northern Operations Cluster office
REQUIREMENTS : A Bachelor of Technology(B-Tech) in Electrical Engineering or relevant. Six (6) years post qualification Engineering Technologist experience. Compulsory registration with Engineering Council of South African (ECSA) as a Professional Engineering Technologist. The disclosure of a valid unexpired driver's license. Knowledge and Experience of Works Management and SAP PM will be advantageous. Advanced experience in Budgeting Expenditure Control. Knowledge of Operations and Maintenance management (O&M), project management, contracts management and procurement processes (SCM). Knowledge of legal compliance and 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 organizing.

DUTIES : Work in the cluster office Technical Services sub directorate as one of the technical leaders that supports Area Offices. Manage Water Infrastructure O&M work streams with technical support from a team of Engineers, Technologist, Technicians, Artisans and Associates in the field. Ensure the promotion of safety in line with statutory and regulatory requirements. Lead work streams that involve evaluation of existing technical manuals, standard drawings, and procedures to incorporate new technology. Manage execution of CAPEX projects through Term Contractors. Ensure quality assurance of technical designs with specifications and authorize, make recommendations for approval by the relevant authority. Manage administrative activities, human resources and related functions. Financial Management and provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Participate in cluster-performance enabling committees such as OHS Committee, Disposal committee, BID committees, security forums, MANCO and as per operations need. Attend to Risk and Disaster Management matters. Research and Development through continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively across the Area office footprint, Cluster office footprint and nationally for Chief Directorate's business calls. Provide mentorship and supervision of personnel. Research / literature studies and technical engineering technology to improve expertise. This is one of the Senior Technical roles in the cluster therefore, the candidate is required to have good leadership skills and will be expected to mentor the junior technical personnel.

ENQUIRIES : Mr IR Mmutloane at 087 943 3702
APPLICATIONS : Hartbeespoort: Please email your application quoting the relevant reference number on the subject line to: NOPSRecruitHBP@dws.gov.za or hand deliver to Old Rustenburg Road, 8 Forrel street, Hartbeespoort, 0216 or post to Hartbeespoort Area Office, Private Bag X 352, Hartbeespoort, 0216.

FOR ATTENTION : HR Section

POST 11/49 : **SCIENTIST PRODUCTION GRADE A - C REF NO: 110425/04**
 Branch: Water Resource Management
 Dir: Water Resources Management Planning
 Sd: Water Quality Planning

SALARY : R721 476 – R1 084 368 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) in Chemistry, Biochemistry or Microbiology. Three (3) years post qualification natural scientific experience. Compulsory registration with the South African Council of Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Extensive knowledge of, and relevant experience in water quality management. Computer literacy. A sound knowledge and the ability to integrate the management of water quality into the holistic management of water resources. Must possess excellent written and verbal communication skills. Good comprehension skills. He/she must possess

the ability to interpret data and information, and the ability to work with a wide range of stakeholders.

- DUTIES** : The successful candidate will join a team of professionals responsible for strategic water resource planning, focusing on water quality through the development and maintenance of integrated water quality planning solutions. This requires conducting assessment studies to address data and information gaps and needs for water quality planning. Responsible for forward planning utilising predictive modelling tools, among other methods. He/she will formulate planning goals, including the determination of Water Quality Planning Limits. Responsible for intervention planning through scenario analysis, reconciliation and allocation of water quality, and the development of programmes, thematic plans and strategies to maintain or improve water resource quality in catchments. Provision of water quality planning decision support and related management information in support of the implementation of water quality interventions. Provision of water quality planning related capacity building. Contribute to providing national and strategic guidance or advice on resource directed water quality management and water quality planning. Assisting in the planning and conducting of studies or projects, as well as to in the writing and compilation of technical scientific reports and documents. The activities will also relate to the development, implementation and refinement of policies, strategies, guidelines and methodologies related to water quality planning and management. Promote integrated planning through stakeholder participation, coordination and management.
- ENQUIRIES APPLICATIONS** : Mr P Viljoen Tel No: (012) 336 7514
: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: RecruitHO11@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
- FOR ATTENTION** : Recruitment and Selection Unit
- POST 11/50** : **CONTROL ENGINEERING TECHNICIAN GRADE A (CIVIL) REF NO: 110425/05**
Branch: Infrastructure Management Northern Operations
Dir: Operations Northern (Operations Management)
- SALARY CENTRE REQUIREMENTS** : R522 741 per annum, (OSD)
: Hartbeespoort Area office
: A National Diploma in Civil Engineering. Six (6) years post qualification technical civil engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. Experience with water control management would be an added advantage. The disclosure of a valid unexpired driver's licence. Advanced experience in People Management and General Administration. Project Management, Contract Management and treasury processes and regulations. Knowledge of legal compliance. Technical report writing. Problem Solving and analysis. Decision making. Teamwork. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer Skills. Planning and organizing. People Management.
- DUTIES** : This role is responsible for leading the operations section (schemes) of the Area Office. Manage technical services and support in conjunction with Engineers, Technologist and associates in field, workshop and technical office 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 authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases. Manage, supervise and control technical and related personnel and assets. Research and Development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Revenue and Supply Chain Management. Manage Occupational Health and Safety in the workplace. Responsible for the financial management of the section. Responsible for human resource management of the section. General office management of the section. Liaise with relevant bodies/councils on engineering related matters.
- ENQUIRIES APPLICATIONS** : Mr IR Mmutloane at 087 943 3702
: Hartbeespoort: Please email your application quoting the relevant reference number on the subject line to: NOPSRecruitHBP@dws.gov.za or hand deliver to Old Rustenburg Road, 8 Forrel street, Hartbeespoort, 0216 or post to Hartbeespoort Area Office, Private Bag X 352, Hartbeespoort, 0216.
- FOR ATTENTION** : HR Section

POST 11/51 : **CONTROL ENGINEERING TECHNICIAN GRADE A (MECHANICAL) REF NO:**

110425/06

Branch: Infrastructure Management: Northern Operations

Dir: Operations Northern (Maintenance Management)

SALARY :

R522 741 per annum, (OSD)

CENTRE :

Hartbeespoort Area Office

REQUIREMENTS :

A National Diploma in Mechanical Engineering. Six (6) years post qualification technical mechanical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's licence. Project Management, Contract Management and treasury processes and regulations. Research and Development. Knowledge of legal compliance. Technical report writing. Technical Consulting. Problem Solving and analysis. Decision making. Teamwork. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer Skills. Planning and organizing. People Management. Experience with leading a team of artisans to execute maintenance activities will be an added advantage. Advanced experience in Budgeting Expenditure Control. Advanced experience in People Management and General Administration.

DUTIES :

This role will be responsible for leading the technical workshop of the Area office (Mechanical, Electrical, civil and housing workshops). The role will also manage technical services and support in conjunction with Engineers, Technologist and associates in the field, workshop and technical office 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 authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases. Manage, supervise and control technical and related personnel and assets (Including OPEX and CAPEX projects). Research and Development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Revenue and Supply Chain Management. Responsible for the financial management of the section. General office management of the section to liaise with relevant bodies/councils on engineering related matters. The role involves intensive travelling to various sites within the Northern Operations.

ENQUIRIES :

Mr IR Mmutloane at 087 943 3702

APPLICATIONS :

Hartbeespoort: Please email your application quoting the relevant reference number on the subject line to: NOPSRrecruitHBP@dws.gov.za or hand deliver to Old Rustenburg Road, 8 Forrel street, Hartbeespoort, 0216 or post to Hartbeespoort Area Office, Private Bag X352, Hartbeespoort, 0216.

FOR ATTENTION :

HR Section

POST 11/52 :

CONTROL SURVEY TECHNICIAN GRADE A (SURVEY SERVICES) REF NO:

110425/07

Branch: Infrastructure Management: Northern Operations

Dir: Operations Northern

SALARY :

R522 741 per annum, (OSD)

CENTRE :

Levubu

REQUIREMENTS :

A National Diploma in Surveying (T or N Stream) or relevant qualification. Six (6) years post qualification technical survey experience. Compulsory registration with the South African Geomatics Council (SAGC) as a Surveyor / Survey technician in respect of the Professional Land Surveyors and Technical Surveyors in respect of Act of 1984, (Act 40 of 1984). The disclosure of a valid unexpired driver's licence. Project Management and planning skills. Supervisory skills. Financial management skills. Interpersonal relationship skills. Good written and verbal communication skills. Physical fitness. Computer literacy skills preferable in MS Excel, MS Word and MS Power Point. CAD and survey calculation packages in particular Model Maker, MS Office and Hypack. Practical experience in, Topographical surveys, Hydrographical surveys and Cadastral surveys. Be fully conversant with GPS and other survey equipment (Total Stations, Digital levels etc.). Good Leadership qualities. A valid skipper's license category R power driven vessels will be an added advantage. Candidates may be subjected to a skills and knowledge test.

DUTIES :

Perform and supervise Topographical surveys to produce contour plans for infrastructures design and construction purposes. Hydrographical surveys for dams/weirs capacity calculations as well as monitoring siltation rate of dams and weirs.

Cadastral surveys for determination of servitudes and purchase lines of state properties and check against illegal land encroachments. Make use of computer aided software to produce final maps and reports. Perform survey duties away from home and office and must be able to travel excessive distances. Planning, performing, supervising, and evaluating Topographical surveys, Hydrographical surveys, Cadastral surveys, and ground control beacons for aerial surveys. Supervise the operation of GPS Static and Real Time Kinematic surveys. Training and supervision of Survey Technicians and Assistant Survey personnel. Compile specifications for procurement of survey equipment and services. Manage the supervision of equipment maintenance.

- ENQUIRIES APPLICATIONS** : Mr IR Mmutloane at 087 943 3702
- FOR ATTENTION** : Hartbeespoort: Please email your application quoting the relevant reference number on the subject line to: NOPSRecruitHBP@dws.gov.za or hand deliver to Old Rustenburg Road, 8 Forrel street, Hartbeespoort, 0216 or post to Hartbeespoort Area Office, Private Bag X352, Hartbeespoort, 0216.
- POST 11/53** : **SURVEY TECHNICIAN PRODUCTION GRADE A-C (SURVEY SERVICES) REF NO: 110425/08**
Branch: Infrastructure Management: Northern Operations
Dir: Operations Northern
- SALARY** : R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Levubu
A National Diploma in Surveying (T or N Stream) or relevant qualification. Three (3) years post qualification technical survey experience. Compulsory registration with the South African Geomatics Council as a Surveyor/Surveyor Technician in respect of the Land Surveyors and Technical Surveyors Act of 1984, (Act 40 of 1984). The disclosure of a valid unexpired driver's license. Project Management skills. Good written and verbal communication skills. Physical fitness. Computer literacy skills preferable in MS Excel, MS Word and MS Power Point. CAD and survey calculation packages in particular Model Maker, MS Office, Hypack and Trimble business Centre. Practical experience: Topographic- and detail surveys, Hydrographic Surveys and Cadastral Surveys. Be fully conversant with GPS and other survey equipment (Total Stations, levels etc.). Good Leadership qualities. A valid skipper's license category R power driven vessels will be an added advantage. Candidates may be subjected to a skills and knowledge test.
- DUTIES** : Perform Topographical surveys to produce contour plans for infrastructures design and construction purposes. Hydrographical surveys for dams/weirs capacity calculations as well as monitoring siltation rate of dams and weirs. Cadastral surveys for determination of servitudes and purchase lines of state properties and check against illegal land encroachments. Make use of computer aided software to produce final maps and reports. Perform duties away from home and the office and must be able to travel excessive distances. Planning, performing, supervising, and evaluating Topographical surveys, Hydrographical surveys, Cadastral surveys, and ground control beacons for aerial surveys. Operate GPS for rapid static, real-time kinematic surveys. Training in assisting survey personnel. Perform administrative and related functions. Execute ad hoc tasks.
- ENQUIRIES APPLICATIONS** : Mr IR Mmutloane at 087 943 3702
- FOR ATTENTION** : Hartbeespoort: Please email your application quoting the relevant reference number on the subject line to: NOPSRecruitHBP@dws.gov.za or hand deliver to Old Rustenburg Road, 8 Forrel street, Hartbeespoort, 0216 or post to Hartbeespoort Area Office, Private Bag X352, Hartbeespoort, 0216.
- POST 11/54** : **ARTISAN FOREMAN GRADE A (MECHANICAL) REF NO: 110425/09**
Branch: Infrastructure Management: Northern Operations
Dir Operations Northern
Sub Div: Maintenance
- SALARY** : R362 130 per annum, (OSD)
- CENTRE** : Groblersdal Area Office
- REQUIREMENTS** : Appropriate Fitter and Turner Trade Test Certificate. Five (5) years post qualification experience as an Artisan Mechanical field (Fitter and Turner). The disclosure of a valid unexpired driver's license. Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production, process knowledge and skills. Problem solving and analytical decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication skills both (verbal and written) and computer literacy. Planning and

organising skills. Conflict management. Ability to work independently and under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Candidates may be required to complete a practical and theoretical test.

DUTIES : Supervise the design and production of technical services. Supervise maintenance of technical services, perform administrative and related functions. Human capital resources management. Ensure adherence to safety standards, requirements, and regulations. Compile and submit technical report as required. Maintenance of bulk raw water infrastructure. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements, and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : Mr ST Ngcobo Tel No: (013) 262 6800

APPLICATIONS : Groblersdal: Please email your application quoting the relevant reference number on the subject to: NOPSRRecruitGDL@dws.gov.za or hand deliver to: Physical Address, Dept of Water and Sanitation, R25 Bronkhorspruit Road, Aquaville, 0470 or post to: The Area Manager: Groblersdal Area Manager, Groblersdal Area Office, Private Bag X8616, Groblersdal, 0470.

FOR ATTENTION : HR Section

POST 11/55 : **ARTISAN PRODUCTION GRADE A-C (ELECTRICAL) REF NO: 110425/10**
Branch: Infrastructure Management Northern Operations
Dir Operations Northern

SALARY : R230 898 - R386 775 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE : Groblersdal Area office

REQUIREMENTS : Appropriate Electrical Trade Test Certificate. Two (2) years working as an Artisan Aid will serve as an added advantage. The disclosure of a valid unexpired driver's license. Knowledge of SANS 10142-1&2. Knowledge of air-conditioning and refrigeration will be an added advantage. Ability to work in a team. Experience of production process and skills. Technical report writing skills. Experience of Occupational Health and Safety Act. Experience of legal compliance. Computer aided technical applications and computer literacy. Good communication skills. Technical analysis and problem-solving skills.

DUTIES : Maintenance of electrical installations in various dams, reservoirs, departmental houses, pump stations, machinery, repeater stations, dam walls and pipelines. Electrical maintenance and inspections of cathodic protection (TRUs). Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Individual / personal development to keep up with new technologies. Compile and submits technical reports. Keep and maintain job records/ register and supervise and mentor staff. Willingness to travel and ability to work long hours, perform standby duties and perform well under pressure. Candidates may be required to complete a practical and theoretical test.

ENQUIRIES : Mr ST Ngcobo Tel No: (013) 262 6800

APPLICATIONS : Groblersdal: Please email your application quoting the relevant reference number on the subject to: NOPSRRecruitGDL@dws.gov.za or hand deliver to: Physical Address, Dept of Water and Sanitation, R25 Bronkhorspruit Road, Aquaville, 0470 or post to: The Area Manager: Groblersdal Area Manager, Groblersdal Area Office, Private Bag X8616, Groblersdal, 0470.

FOR ATTENTION : HR Section

POST 11/56 : **ARTISAN GRADE A-C (CIVIL) REF NO: 110425/11**
Branch: Infrastructure Management: Northern Operations
Dir Operations Northern (Maintenance)

SALARY : R230 898 - R386 775 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE : Groblersdal Area office

REQUIREMENTS : Appropriate Trade Test Certificate in Carpentry. Two (2) years working as an Artisan Aid will serve as an added advantage. The disclosure of a valid unexpired driver's license. Planning, organising and analytical skills. Technical report writing skills. Knowledge of Occupational Health and Safety Act. Ability to work independently as well as in a team. Computer literacy. Good communication skills and ability to work long hours and perform well under pressure. Technical analysis and problem-solving

skills. Willingness to travel. Candidates may be required to complete a practical and theoretical test.

DUTIES : Maintenance of civil carpentry installations or structures in various dams, reservoirs, departmental houses, pump stations, machinery, dam walls and pipelines. Perform repairs on assets as per need. Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Supervise Civil Maintenance Foreman, Artisan Aids and General Workers. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Individual / personal development to keep up with new technologies. Compile and submits technical reports. Keep and maintain job records/ register and supervise and mentor staff. Willingness to travel and ability to work long hours, perform standby duties and perform well under pressure. Perform performance reviews for Civil Maintenance personnel. Candidates may be required to complete a practical and theoretical test.

ENQUIRIES APPLICATIONS : Mr ST Ngcobo Tel No: (013) 262 6800
: Groblersdal: Please email your application quoting the relevant reference number on the subject to: NOPSRRecruitGDL@dws.gov.za or hand deliver to: Physical Address, Dept of Water and Sanitation, R25 Bronkhorspruit Road, Aquaville, 0470 or post to: The Area Manager: Groblersdal Area Manager, Groblersdal Area Office, Private Bag X8616, Groblersdal, 0470.

FOR ATTENTION : HR Section

POST 11/57 : **ARTISAN GRADE A-C (MECHANICAL) REF NO: 110425/12**

Branch: Infrastructure Management: Northern Operations

Dir: Operations Northern (Maintenance)

SALARY : R230 898 - R386 775 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE REQUIREMENTS : Groblersdal Area office
: Appropriate Fitter and Turner Trade Test Certificate. Two (2) years working as an Artisan Aid will serve as an added advantage. The disclosure of a valid unexpired driver's license. Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production, process knowledge and skills. Problem solving and analytical decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication skills both (verbal and written) and computer literacy. Planning and organising skills. Conflict management. Ability to work independently and under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Candidates may be required to complete a practical and theoretical test.

DUTIES : Maintenance of mechanical installations in various dams, reservoirs, departmental houses, pump stations, machinery, dam walls and pipelines. Responsible of laying and assembly and maintenance of mechanical piping systems. Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Individual / personal development to keep up with new technologies. Compile and submits technical reports. Keep and maintain job records / register and supervise and mentor staff. Willingness to travel and ability to work long hours, perform standby duties and perform well under pressure.

ENQUIRIES APPLICATIONS : Mr ST Ngcobo Tel No: (013) 262 6800
: Groblersdal: Please email your application quoting the relevant reference number on the subject to: NOPSRRecruitGDL@dws.gov.za or hand deliver to: Physical Address, Dept of Water and Sanitation, R25 Bronkhorspruit Road, Aquaville, 0470 or post to: The Area Manager: Groblersdal Area Manager, Groblersdal Area Office, Private Bag X8616, Groblersdal, 0470.

FOR ATTENTION : HR Section

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 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 addresses specified for each position (kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Mr Zuko Bebula Tel No: (012) 359 0417/ Mr Joseph Mahlangu Tel No: (012) 359 0238
- CLOSING DATE** : 11 April 2025 at 16:00
- NOTE** : Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form 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. 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. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. 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. All shortlisted candidates will be subjected to personal security vetting. 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 employer. In the filling of these posts, 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 and preference will be given to Women, Youth and Persons with Disabilities

MANAGEMENT ECHELON

- POST 11/58** : **DEPUTY DIRECTOR-GENERAL: MONITORING, EVALUATION, RESEARCH AND COORDINATION REF NO: DWYPD/007/2025**
Re-advertisement
- SALARY** : R1 741 770 per annum (Level 15), full inclusive remuneration package
- CENTRE** : Pretoria

REQUIREMENTS : Applicant must be in possession of a Grade 12 certificate, appropriate post graduate qualification (NQF level 8) as recognised by SAQA in Social Science, Development Studies or relevant qualifications; and (NQF level 9) and above qualification will be an added advantage; Certificate of Successful completion of the National School of Government's SMS Pre-Entry programme prior appointment. A minimum of 8 years experience at a senior managerial level. Proven experience in activism in the gender, youth and disability activists; development, review and implementation of legislation and policies on socio-economic transformation, participation and empowerment of women, youth and persons with disabilities; stakeholder management at executive and community levels; management of gender-, youth- and disability-responsive planning, budgeting, monitoring evaluation and audit. Intimate knowledge of the legislative framework and regulatory requirement related to gender, youth and disability empowerment and participation; policy formulation, interpretation and implementation within government; socio-economic policy framework; international commitments and instruments relevant to gender, youth and disability advocacy and mainstreaming; mandate and strategic objectives of the Department.

DUTIES : Provide transversal services in relation to Research, Knowledge Management, International Relations; Stakeholder Management and Monitoring and Evaluation for Women, Youth and Persons with Disabilities. Ensure research and knowledge management on the transformation and rights of Women, Youth and Persons with Disabilities; develop and implement a research strategy on transformation and rights of Women, Youth and Persons with Disabilities; establish and manage a centralised evidence-based knowledge hub on Women, Youth and Persons with Disabilities transformation issues. Manage and coordinate the provision of international relations, stakeholder participation and capacity building for Women, Youth and Persons with Disabilities; manage the provision of international relations promoting the rights of Women, Youth and Persons with Disabilities; manage and coordinate stakeholder participation in programmes promoting the rights of Women, Youth and Persons with Disabilities; coordinate capacity building on mainstreaming for Women, Youth and Persons with Disabilities. Ensure effective government-wide monitoring and evaluation of policy priorities towards the transformation and empowerment of Women, Youth and Persons with Disabilities; monitor the implementation of key priorities and government-wide interventions towards the transformation and empowerment of Women, Youth and Persons with Disabilities; evaluate the effectiveness and impact achieved towards the transformation and empowerment of Women, Youth and Persons with Disabilities. Management of the Branch: Monitoring, Evaluation, Research and Coordination: effective, efficient and economic management of the Budget Programme and respective Sub Programmes.

ENQUIRIES : Mbhazima Shiviti Tel No: (012) 359 0262

APPLICATIONS : Recruitment03@dwypd.gov.za

NOTE : Preference will be given to Women and Persons with Disabilities.

POST 11/59 : **CHIEF DIRECTOR: INTERNATIONAL RELATIONS, STAKEHOLDER MANAGEMENT AND CAPACITY BUILDING REF NO: DWYPD/008/2025**
Re-advertisement

SALARY : R1 436 002 per annum (Level 14), fully inclusive remuneration package

CENTRE : Pretoria

REQUIREMENTS : Applicant must be in possession of a Grade 12 certificate and an appropriate undergraduate qualification (NQF level 7) in Information Management/Social Sciences, Development Studies as recognised by SAQA; Certificate of Successful completion of National School of the Government's SMS Pre-Entry programme prior appointment; A minimum of 5 years experience at a senior managerial level. Proven experience in activism in the gender, youth and disabilities sectors; government policies and programmes analysis and consolidation; governance matters related to gender, youth and persons with disabilities; international relations, outreach programmes, stakeholder management at executive and community levels. Intimate knowledge of the legislative framework and regulatory requirements related to gender, youth and disability empowerment and participation; policy formulation, interpretation and implementation within government; international commitments and instruments relevant to gender, youth and disability advocacy and mainstreaming; mandate and strategic objectives of the Department.

DUTIES : To manage and coordinate the provision of international relations, stakeholder participation and capacity building for Women, Youth and Persons with Disabilities. Manage the provision of international relations promoting the rights of Women, Youth and Persons with Disabilities; promote alignment of national laws, legislation and policies to global, regional and sub-regional instruments to advance global integration; coordinate reporting on South Africa's compliance with and performance in relation to national, international, regional and continental commitments; facilitate the

establishment of mutually beneficial bilateral relations with strategic countries; manage and promote participation of Women, Youth and Persons with Disabilities in bilateral and multilateral platforms to influence global agenda and decision-making. Manage and coordinate stakeholder participation in programmes promoting the rights of Women, Youth and Persons with Disabilities; manage and coordinate inter-governmental relations to advance the rights of Women, Youth and Persons with Disabilities; develop interactive platforms for Women, Youth and Persons with Disabilities to articulate their concerns, needs and challenges; engage other stakeholders on socio-economic transformation and implementation of rights of Women, Youth and Persons with Disabilities; coordinate case management and establish referral and follow-up mechanisms; develop and maintain stakeholder databases; coordinate National Machineries for Women, Youth and Persons with Disabilities; provide technical support and advisory services to stakeholders across all spheres of Government on transformation and rights of Women, Youth and Persons with Disabilities; coordinate capacity building on mainstreaming for Women, Youth and Persons with Disabilities. Management of the Sub Programme: manage the human and financial resources of the Chief Directorate; manage and report the strategic performance; manage risk mitigation and implement internal control systems.

ENQUIRIES : Mbhazima Shiviti Tel No: (012) 359 0262
APPLICATIONS : Recruitment01@dwypd.gov.za
NOTE : Preference will be given to Women and Persons with Disabilities.

POST 11/60 : **DIRECTOR: SECURITY AND WORK ENVIRONMENT MANAGEMENT REF NO: DWYPD/009/2025**
 Re-advertisement

SALARY : R1 216 824 per annum (Level 13), fully inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : Applicant must be in possession of a Grade 12 certificate and an appropriate Bachelor's degree (NQF level 7) in Security Administration/ Management/ Policing as recognised by SAQA; Certificate of Successful completion of National School of the Government's SMS Pre-Entry programme prior appointment; Registration with PSIRA will be added advantage. A minimum of 5 years' experience at a middle/senior managerial level. Knowledge of Legislative framework on security and the MISS document, Provisions of the Public Finance Management Act (PFMA) Public service Act and Regulations, Employment Equity Act, Departmental policies and applicable protocols; Departmental governance framework and mandate, Security Management, SA legislative framework especially the National Strategic Intelligence Act of 1994 as amended, Occupational Health and Safety, Regulations and SHERQ, Department's Strategic objectives.

DUTIES : Manage the leasing, allocation, maintenance, refurbishment and renovation of offices in the Department; manage the implementation of lease contract and ensure proper documentation, engage with the Department of Public Works and Infrastructure and other service providers on issues pertaining to facilities, plan and manage office allocation and inter-office movement, respond to emergency and systems failures, plan and manage the cleaning, maintenance, refurbishment and renovations and fleet management; Ensure compliance with environmental health and safety standards in the Department; conduct health and safety awareness campaigns, ensure that evacuation drills are conducted annually, develop and implement healthy safety policies, ensure that health and safety equipment and clothing is allocated to safety officers, ensure the appointment and training of the OHS Committee members in line with Occupational Health and Safety Act, 1993 (ACT 85 of 4993) as amended, develop and implement the Contingency Plan for evacuation purposes; Manage the provision of physical and information security in the Department; ensure the implementation of the Minimum Information Security, Standards document, ensure the implementation of access and egress and egress control, ensure effective implementation of protection information measures, ensure the security screening and vetting of personnel, contractors and consultants, engage SAPS and State Security Agency on physical and information security appraisals, ensure the application of Technical Surveillance Counter Measures (TSCM) in relevant offices, ensure the establishment and appointment of the security committee members, manage the Service Level Agreement (SLA) with appointed service provider; Oversee waste disposal, cleaning, parking and fleet management in the Department; Coordination of security cluster during Departmental event; ensure the application for the categorization of the event by SAPS, application to SSA for accreditation and security screening of service provider and ensure that the Department appoints qualified Health Inspector for events.

ENQUIRIES : Mbhazima Shiviti Tel No: (012) 359 0262
APPLICATIONS : Recruitment04@dwypd.gov.za

NOTE

: Preference will be given to Women and Persons with Disabilities.

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SOCIAL DEVELOPMENT**

APPLICATIONS : Applications should be addressed to various institution as per the applicant's need:
 Provincial Office: Please forward your application quoting the relevant reference number, Department of Social Development, Old Standard Bank Building Private Bag X20616, 14 Charlotte Maxeke & Wesburger Street, Bloemfontein, 9300 or Email to Recruitment@fssocdev.gov.za
Tshireletsong Child & Youth Care Centre: Please forward your application quoting the relevant reference number, Department of Social Development, Tshireletsong Child & Youth Care Centre, Phola Park, Next to Legae High School, Bochabela, Bloemfontein,9323 or Email to Recruitment.Tshireletsong@fssocdev.gov.za
Thekolohelong Welfare Centre: Please forward your application quoting the relevant reference number, Department of Social Development, Private Bag X850 Witsieshoek 9866 or hand deliver to Department of Social Development 6065 Phatsoane Phuthaditjaba 9866 or Email to Recruitment.Thekolohelong@fssocdev.gov.za
Thabo Mofutsanyana District (Bethlehem Office): Department of Social Development, Johan Bignaut Street, Sederhof Building, Bethlehem 9700 or Email to Recruitment.Bethlehem@fssocdev.gov.za
Leratong Child & Youth Care Centre: Please forward your application quoting the relevant reference number, Department of Social Development, 1809 Mokhethi Street Phuthaditjaba 9866 or Email to Recruitment.Leratong@fssocdev.gov.za
Matete Matches Secure Care Centre: Please forward your application quoting the relevant reference number, Plot 39 Smaldeel Road, Maokeng, 9499 or hand deliver to Department of Social Development, Matete Matches, Plot 39 Smaldeel Road, Maokeng, 9499 or Email to Recruitment.Matete@fssocdev.gov.za
Xhariep District: Please forward your application quoting the relevant reference number, Department of Social Development, 15 Dawid Street Trompsburg 9913 or Email to Recruitment.Xhariep@fssocdev.gov.za

CLOSING DATE :
NOTE :

11 April 2025
 Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Please ensure that the specific reference number is quoted correctly. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply.

OTHER POSTS

POST 11/61 : **MANAGER: COMMUNITY DEVELOPMENT GRADE 1: REF NO: DSDFS 13/25) (X1 POST)**

SALARY : R920 082 per annum
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate plus appropriate three year tertiary qualification. A minimum of 10 years recognizable experience in Community Development after obtaining the required qualifications. Knowledge of PFMA, Public Service Act, Treasury Regulation and Public Service Regulations. Knowledge of funding policy of the Department of Social Development. Computer literacy. Valid driver's license.

- DUTIES** : Manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through efficient, effective and economical utilization of resources by the unit/sub directorate. Monitor, interpret and review legislation and policies to determine whether legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies, and develop new policies where required. Manage community development unit/sub directorate to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources. Keep up to date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken. Undertake/facilitate complex community development research.
- ENQUIRIES** : Ms W. Direko at 066 487 6191
- POST 11/62** : **SOCIAL WORK MANAGER GRADE 1: REF NO: DSDFS 14/25 (X1 POST)**
- SALARY** : R920 082 per annum
CENTRE : Xhariep District (Smithfield Office)
REQUIREMENTS : An appropriate Bachelor's Degree in Social Work. Registration with the South African Council for Social Service Professions as Social Worker. A Minimum of 10 years appropriate/recognizable experience in Social Work after registration as Social Worker with SACSSP including four years supervisory/middle management experience.
- DUTIES** : Provide a social work service of highest, most advanced and specialized nature within (a) defined area(s) or specialization with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matter that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources. Keep up to date with new developments in the social work and management fields. Perform and or ensure that all the administrative functions required in the unit are performed.
- ENQUIRIES** : Mr T Mjacu at 062 464 8445
- POST 11/63** : **ASSISTANT MANAGER: COMMUNITY DEVELOPMENT GRADE 1: REF NO: DSDFS 15/25 (X1 POST)**
- SALARY** : R570 957 per annum
CENTRE : Thabo Mofutsanyana District (Bethlehem Office)
REQUIREMENTS : National Senior Certificate plus appropriate three-year tertiary qualification. A Minimum of 8 years' recognizable experience in Community Development. Computer literacy. Valid driver's license (Motor Vehicle).
- DUTIES** : Co-ordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical utilisation of resources by the service delivery area(s). Co-ordinate and manage a community development service delivery area(s) to ensure that an efficient and effective community development service is delivered through the proper utilisation of human, financial and physical resources. Keep up-to-date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken including the facilitation of complex community development research.
- ENQUIRIES** : Ms. P Litabe at 066 486 6749
- POST 11/64** : **SOCIAL WORK SUPERVISOR GRADE 1: REF NO: DSDFS 17/25 (X1 POST)**
- SALARY** : R452 667 per annum
CENTRE : Tshireletsong Child & Youth Care Centre
REQUIREMENTS : Appropriate Bachelor's Degree in Social Work. Current Registration with the South African Council for Social Services Professions (SACSSP) as a Social Worker. A minimum of 7 years appropriate experience in Social Work.
- DUTIES** : Render Social work services regarding the care, support, protection and development of vulnerable individuals, groups, families, and communities through the relevant programs. Attend to any other matter that could result in, or stem from, social instability in any form. Supervise and advise social workers, social auxiliary workers and volunteer to ensure an effective social work service. Keep up to date with new developments in the social work and social welfare fields. Supervise all administrative functions required in the unit and undertake the higher levels administrative functions.

ENQUIRIES : Mr M Speelman at 066 487 5955

POST 11/65 : **SOCIAL WORK POLICY DEVELOPER GRADE 1: REF NO: DSDFS 16/25 (X1 POST)**

SALARY : R429 573 – R487 650 per annum
CENTRE : Provincial Office
REQUIREMENTS : Appropriate Bachelor's Degree in Social Work. Current Registration with the South African Council for Social Services Professions (SACSSP). A minimum of 8 years' experience in Social Work.

DUTIES : Develop, implement and maintain social work policies: monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements; Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required, including costing the policies; Develop programmes to implement the relevant policies. Keep up to date with new developments in the social work field, study professional journals and publications to ensure that cognizance is taken of new developments; Monitor and study the social services legal and policy framework continuously; Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognizance of the latest developments in the relevant fields; Engage in continuous professional development activities as prescribed; Research and development, Perform the administrative functions required in the unit.

ENQUIRIES : Ms M Jafta at 066 487 6135

POST 11/66 : **PROFESSIONAL NURSE GRADE 2 (GENERAL NURSING – PN-A3) REF NO: DSD 18/25 (X1 POST)**

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
CENTRE : Thekolohelong Welfare Centre
REQUIREMENTS : Appropriate National Diploma/Degree in Nursing. Current registration with the South African Nursing Council. Candidates are expected to have the recognizable applicable experience as determined by the OSD in terms of the different grades. Know nursing care processes and procedures, nursing statutes and other applicable legislations. The candidate must have good communication skills, both verbal and written and able to work in a team. Candidate must have good ethical practice and a caring attitude. Manage workplace discipline and have an in-depth knowledge and understanding of Batho-Pele principles. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate a basic understanding of Human Resource and Financial policies and practices. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

ENQUIRIES : Ms Jikeka Tel No: 066 485 9596

POST 11/67 : **CHILD & YOUTH CARE WORKER TEAM LEADER GRADE 1 REF NO: DSDFS 19/25 (X1 POST)**

SALARY : R184 455 per annum
CENTRE : Matete Matches Secure Care Centre
REQUIREMENTS : Grade 12/National Certificate (Vocational). Registered with the South African Council for Social Services Professions (SACSSP) as a registered Child and Youth Care Worker. A minimum of 7 years appropriate experience in Child and Youth Care Work after obtaining the require qualification.

DUTIES : Serve as a team leader for Child and Youth care worker during a shift. Undertake inspections during a shift and report on incidents Serve as a team leader for Child and Youth care Worker during a shift. Undertake inspections during a shift and report on incidents and problems identified. Perform administrative work relevant to the job. Assist with the care of children as the need arise.

ENQUIRIES : Ms N Ramokhele at 062 520 3377

<u>POST 11/68</u>	:	<u>CHILD AND YOUTH CARE WORKER GRADE 1 (X3 POSTS)</u>
<u>SALARY</u>	:	R174 711 per annum, (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)
<u>CENTRE</u>	:	Tshireletsong Child & Youth Care Centre Ref No: DSDFS 20/25 (X2 Posts) Leratong Child & Youth Care Centre Ref No: DSDFS 21/25 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate recognized NQF level 4 (grade 12). FET level 4 will be an added advantage. Relevant qualification that allows for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker.
<u>DUTIES</u>	:	Receive children and youth to the care facility after admission. Ensure that children/youth receive medical services. Assist with the implementation of planned activities, developmental and therapeutic programmes. Engage in basic life space work to promote the development and care of children and youth. Perform administrative work relevant to the job.
<u>ENQUIRIES</u>	:	Tshireletsong Child & Youth Care Centre: Mr. M Speelman at 066 487 5955 Leratong Child & Youth Care Center: Ms. T Nhlapo at 066 485 9783

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ENVIRONMENT**

<u>APPLICATIONS</u>	:	To apply for the above position, please apply online at http://professionaljobcentre.gpg.gov.za or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House, Johannesburg
<u>FOR ATTENTION</u>	:	Ms. Iris Thanjekwayo at 072 788 2364 – Recruitment
<u>CLOSING DATE</u>	:	11 April 2025, 16h00. No late applications will be considered.
<u>NOTE</u>	:	applications quoting the relevant reference number must be submitted on the 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) 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 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Note: For assistance with online applications, visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall at Thuso House next to Home Affairs. It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Coloreds and Indians are encouraged apply). To facilitate this process successfully, an indication of race, gender and disability status is required. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). General information. The Department will not accept posted and emailed applications. The Gauteng Department of Agriculture and Rural Development reserves the right to fill or not fill the advertised posts. If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

<u>POST 11/69</u>	:	<u>CHIEF DIRECTOR- COMPLIANCE AND ENFORCEMENT REF NO: REFS/022203/</u>
<u>SALARY</u>	:	R1 436 022 per annum, (all-inclusive salary package which can be structured according to the individual's needs).
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification in Law, Environmental Law, Natural Science or relevant qualification on (NQF 7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at a senior managerial level within compliance and monitoring sector. Recommended candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) 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 . Valid driver's license. Competencies: Knowledge of Environmental Management, Environmental Management authorization support, Environmental impact Assessment regulations, Environmental management systems, Understanding of Environmental Management issues in relation to authorizations as well as applicable legal requirements and processes. Understanding of government standard administrative procedures, Knowledge of business planning and budgeting methodologies, Understanding of HR practices and procedures, Financial and Procurement administrative procedures (PFMA & Treasury Regulations). Research and analytics skills. Proven Leadership and Management, Coordination skills, Organisational and planning, Communication skills (written and spoken), Relationship Management, Stakeholder engagement, Programme and Project Management, Financial Management, Change management. Knowledge Management, Service Delivery Innovation (SDI Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer

Focus, Strategic, analytical, and creative thinking. Innovative and proactive. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

DUTIES : Manage and provide strategic leadership to the Chief Directorate and contribute to the relevant programmes and responsibilities within the Branch: Regulatory Compliance and Sector Monitoring. Ensure effective management of teams and programmes within the department that monitor and promote compliance with environmental legislation across the different environmental sectors, including waste and pollution, air quality and biodiversity management. Monitor and promote compliance with the National Environmental Management Biodiversity Act (NEMBA) 2004 and other related regulations.

ENQUIRIES : Ms. Iris Thanjekwayo at 072 788 2364

POST 11/70 : **DIRECTOR: IMPACT MANAGEMENT REF NO: REFS/022202**

SALARY : R1 216 824 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 in Natural/ Physical Sciences/ Environmental Development Planning or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Recommended candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) 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>. Valid driver's license. Competencies: Knowledge of Government's environmental quality and protection related policies, priorities and strategies; impact management matters, Government planning and budgeting processes Business and project plan monitoring and reporting methodologies. Ability to develop and apply policies. General management practices. Skills & Relationship Management; Stakeholder engagement; Negotiation skills; Public Relations; Research; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Communication (Written and Verbal). Personal Attributes: Ability to gather and analyse information; Good interpersonal relations skills. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

DUTIES : Manage the Directorate responsible for Impact Management and provide strategic leadership to the Directorate and contribute to the relevant programmes and responsibilities within the Chief Directorate: Strategic use of Environment. Ensure effective management of teams and programmes within the directorate that monitor and promote environmental legislation across the different environmental sectors. Drafting and Implementation of environmental legislation. Support an effective EIM system through various tools including Environmental Management Frameworks. Build environmental capacity in Local Authorities.

ENQUIRIES : Ms. Iris Thanjekwayo at 072 788 2364

INFRASTRUCTURE DEVELOPMENT

APPLICATIONS : To apply for the below position, please apply online at <https://jobs.gauteng.gov.za>. Only online applications will be considered and for general enquiries please contact Human Resource on at 076 521 4118.

CLOSING DATE : 11 April 2025

NOTE : In line with the Department's Employment Equity Plan, People with Disabilities are encouraged to apply. Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the Curriculum Vitae (CV) will result in disqualification. The New Z83 form, obtainable from the GPG Professional Job Centre website, any Public Service Department or the DPSA website www.dpsa.gov.za/documents, all other documents are submitted by shortlisted candidates). Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the

filling of this post and candidates whose transfer/promotion/appointment will promote representivity 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.

OTHER POST

- POST 11/71** : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: REFS/022201**
 Directorate: Organisational Risk Management
 3 Year Fixed Term Performance Based Contract
- SALARY** : Compensation will be in accordance with approved rates as determined by National Treasury.
- CENTRE** : Head Office (Johannesburg)
- REQUIREMENTS** : A post graduate qualification in Accounting/Risk Management or Auditing such as CIA/CA (SA) or have completed a Master of Business Administration (MBA) qualification or equivalent qualification in related field. A minimum of 10 years' experience in risk management environment. Competencies: Knowledge – A good understanding of the Risk Management and Corporate Governance, Public Finance Management Act and Treasury Regulations, EWRM, COSO model and Public Sector Risk Management Framework.
- DUTIES** : The candidate will chair the Department's Risk Management Operational Committee and provide an oversight role regarding- Monitor implementation of risk management within Department. Review of relevant risk policies/strategies and other working procedures. Review risk management action plans to be instituted and ensure compliance with such plans. Integration of risk management into planning, monitoring and reporting processes. Review risk appetite and tolerance levels of Department. Provide reports to the Accounting Officer on quarterly basis and other management committees or other oversight committees. Implementation of risk maturity model.
- ENQUIRIES** : Mr. Phumzile Ntsizi at 076 521 4118/072 668 0029

**PROVINCIAL ADMINISTRATION: KWA-ZULU NATAL
DEPARTMENT OF HEALTH**

- APPLICATIONS** : Applications forwarded to Umzinyathi Health District Office, Private Bag X2052, Dundee, 3000 Or Hand Delivery: 34 Wilson Street, Dundee, 3000. Application may also be emailed to: Bongumusa.masondo@kznhealth.gov.za or Mbalenhle.Ngwenya@kznhealth.gov.za
- FOR ATTENTION** : Ms. M Ngwenya
- CLOSING DATE** : 11 April 2025 at 16h00
- NOTE** : NB: Please note that due to financial constraints, there will be no payment of S & T and resettlement claims.

OTHER POST

- POST 11/72** : **PROFESSIONAL NURSE SPECIALTY MATERNITY (OBSTETRICS AND GYNAE)**
REF NO: UMZIN/03/2025 (X1 POST)
Sub District Greytown Hospital
- SALARY** : Grade 1: R451 533 per annum
Grade 2: 553 454 per annum
- CENTRE** : UMzinyathi Health District Office
- REQUIREMENTS** : Degree/ Diploma in General Nursing with Midwifery Registration certificate with SANC as a General Nurse with Midwifery A post basic qualification in Advanced Midwifery and Neonatal Science Post Basic registration certificate accredited by SANC in relevant specialty: Neonatal Nursing Science. Current registration receipt with SANC Knowledge, Skills and Competencies Required: Knowledge of public services acts, regulations and policies Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices standards. Perform a clinical nursing practice in accordance with scope of practice and nursing standards as determined by relevant health facility Demonstrate effective communication with client/patients supervision and other clinicians, including report writing when required Able to plan and organize own work and that of support personnel to ensure proper nursing care Knowledge and experience in implementation of Batho Pele principles, patients' rights charter and code of conduct.
- DUTIES** : Coordination of optical, holistic specialized nursing care provided within set standards and professional /legal framework Manage effectively and efficiently the utilization and supervision of all resources Participate in the analysis, formulation and implementation of policies, practices and procedures for example correct use partogram and maternity guidelines Monitor and control the quality of patient care Maintain accreditation standard by knowledge of policies and procedures, implementation of all programmes ESMOE, HBB, BANC, PMTCT and BFHI Compile monthly and quarterly of report Establish and maintain adherence to clinical governance pillars and processes Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele Advocate and ensure promotion of nursing Ethos and professionalism Participate in health promotion and illness prevention initiative To assist in Employee Performance Management Development System (EPMDS) of staff and implement Employee Assistance Program (EAP)
- ENQUIRIES** : Mrs. K Edi Tel No: (034) 299 9100

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	11 April 2025
<u>NOTE</u>	:	N.B: Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

OTHER POSTS

<u>POST 11/73</u>	:	<u>CLINICAL MANAGER (MEDICAL) GRADE 1 / CEO REF NO: MPDOH/MAR/25/978</u> Re-advertisement
<u>SALARY</u>	:	R1 348 635 - R1 494 765 per annum
<u>CENTRE</u>	:	H A Grove Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (2024). A minimum of ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner will serve as recommendation and be an added advantage. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. Experience as a health service manager or significant experience in management in a health service environment. Valid driver's license. Knowledge: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

<u>DUTIES</u>	:	Provide services as the Clinical Manager in the hospital. Manage all resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. Overall control over the organising and inspection of health care services, identification of the needs for health care, the formulation of health care programs and the implementation thereof. Advise various committees at local and national level on medical/ health issues Ensure co-ordination of various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. In training institutions, significant involvement in organising of examinations and teaching programmes. Community involvement and development. Development of clinical protocols and guidelines for management. To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, 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. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility 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 ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, 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 relevant legislation including occupation 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 procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 11/74</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) (PN-A7) REF NO: MPDOH/MAR/25/980 (X2 POSTS)</u>
<u>SALARY</u>	:	R656 964 - R771 309 per annum
<u>CENTRE</u>	:	KwaMhlanga Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A minimum of eight (8) years appropriate / recognizable experience in Nursing after registration as a Professional nurse with the South African Nursing Council (SANC) in general nursing. At least three (3) years of the period referred to above must be appropriate / recognisable experience at management level. Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the

analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

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

POST 11/75 : **CLINICAL TECHNOLOGIST GRADE 1: CARDIOLOGY REF NO: MPDOH/MAR/25/981**

SALARY : R376 524 – R430 512 per annum
CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technology. Current registration with the HPCSA as Clinical Technologist (2025). Basic life support (BLS). A minimum of two (2) years' Cardiac Clinical Technologist experience will be an added advantage. Grade 1: SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Knowledge, Skills, Training and Competencies Required: Knowledge of both paediatric and adult diagnostic and interventional procedures. Interest in adult and paediatric echocardiography is essential and previous experience an advantage. Good communication skills both written and verbal.

DUTIES : The candidate must have background in performing echocardiography and will receive instruction as required for adult and paediatric echocardiography. This will be the primary focus of the post. Previous experience in adult and paediatric echocardiography is an advantage. Provide optimal patient care. Participate in all departmental activities as required for cardiac patients. Monitor and maintain equipment.

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

OFFICE OF THE PREMIER

The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidates to fill the following posts, listed in the various Units below. The Office of the Premier is an equal opportunity employer. It is our intention to promote representativity in respect of race, gender and disability through the filling of these positions and that the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference.

APPLICATIONS : Please forward your application, quoting the relevant reference number to: The (A) Deputy Director - Internal HRM & D: Ms SS Monareng, Private Bag X11291, Mbombela, 1200. Physical Address: Office of the Premier, Makhonjwa Building, First floor, Government Boulevard, Riverside Park. Alternatively, e-mail to: otprecruitment@mpg.gov.za If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.

CLOSING DATE : 11 April 2025
NOTE : The minimum entry requirement for Senior Management Services (SMS) post is a Pre-entry Certificate that is obtainable through a course named Certificate for entry into SMS – and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. (SMS Pre-entry Certificate submitted prior appointment) The recommended candidate for this post shall be subjected to a competency assessment. All Appointments are subject to security clearance, security vetting, employment reference checks, qualification verification and signing of performance agreements. Applications should be submitted on the new Z83 form obtainable from any Public Service Department or Magistrate's Office and should be accompanied by a comprehensive CV. Only short-listed candidates will be required to submit certified copies of qualifications.

MANAGEMENT ECHELON

<u>POST 11/76</u>	:	<u>DIRECTOR: ORGANISATIONAL RISK AND ETHICS MANAGEMENT REF NO: D-OREM/OTP/01</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director-General.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela An appropriate Bachelor's Degree/Advanced National Diploma or equivalent qualification in risk management, or a related field (NQF level 7). Minimum of five (5) years of experience at Middle/Senior Management level in compliance, risk management, business continuity management system and related fields. Thorough knowledge of prescripts applicable in the Public Service, including Corporate Governance and Compliance Management, Business Continuity Management ISO 22301. The candidate should have integrity, self-confidence, a sense of responsibility and ability to work under pressure. Essential skills will include the following: Risk management Ethics management Business Continuity Management Interpersonal relations Strategic capability and leadership Financial management Change management Report writing and presentation Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.
<u>DUTIES</u>	:	Manage and facilitate the development of departmental anti-corruption, risk, business continuity management systems, including organisational resilience and sustainability planning and support other departments in the Province, ethics management policies, strategies and guidelines Identify risk and develop response strategies Develop and manage business continuity management plan Develop and implement anti-corruption plan Promote high standards of professionalism and public service ethics Manage internal control and compliance services Develop and manage the implementation of compliance management policy framework Manage the Directorate's human, financial, physical resources, as well as information.
<u>ENQUIRIES</u>	:	should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004

OTHER POSTS

<u>POST 11/77</u>	:	<u>DEPUTY DIRECTOR: EVALUATION REF NO: DD-EVA/OTP/02</u>
<u>SALARY</u>	:	R1 003 890 per annum (Level 12), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Monitoring and Evaluation. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela An appropriate Bachelor's Degree/Advanced National Diploma or equivalent qualification in Monitoring and Evaluation, Social Science, Economics, Development Studies, Auditing (NQF level 7). A minimum of three (3) years' experience at a Junior Management level. Experience in Strategic Planning, Monitoring and Evaluation. Good communications with excellent organisational and writing skills, and be able to interact at high profile levels. Essential skills will include the following: Planning and Organizing Strategic capability and leadership Financial management Change management Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.
<u>DUTIES</u>	:	Develop the Provincial Monitoring and Evaluation Framework for the Frontline Service Delivery Monitoring. Co-ordinate provincial departments and entities for the implementation of the Integrated Frontline Service Delivery Monitoring and Support (FSDM) in the province Develop and customize performance indicators for the Frontline Service Delivery Monitoring. Compile quarterly reports on the performance against Frontline Service Delivery Monitoring. Perform Quarterly Performance analysis against Annual Performance Plans of provincial department's and entities. Compile quarterly reports on District Municipalities performance. Managing human resources.
<u>ENQUIRIES</u>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng: Tel No: (013) 766 2004

- POST 11/78** : **DEPUTY DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: DD-IKM /OTP/03**
- SALARY** : R1 003 890 per annum (Level 12), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Information and Knowledge Management. The shortlisted candidates will be subjected to a competency assessment.
- CENTRE** : Mbombela
- REQUIREMENTS** : An appropriate Bachelor's Degree/Advanced National Diploma in Social Science, Economics, Development Studies, Policy Development, Population and Demography (NQF level 7), or equivalent qualification. A minimum of three (3) years' experience at a Junior Management level, preferably in the field of Knowledge Management/Research Management/Monitoring and Evaluation. Relevant experience in research management, practical knowledge of government policies on research management legislatives and regulatory frameworks. Good interpersonal and communications skills. Ability to work independently and as part of a team and a valid driver's license would be an added advantage. Essential skills will include the following: Research Management Comprehensive report writing Strategic capability and leadership Financial management Change management Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.
- DUTIES** : Coordinate the implementation of the Knowledge Management (KM) function in the province Facilitate the coordination of provincial KM Forum Monitor the departmental and municipal implementation of KM Forum resolutions Provide strategic support on the Provincial KM function Ensure implementation of the KM Strategy and implementation Plan in the Province Identify and appoint KM structures in the Province Conduct Knowledge Management awareness sessions Develop the Provincial KM policy Render supervisory services.
- ENQUIRIES** : Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
- POST 11/79** : **DEPUTY DIRECTOR: RESEARCH SERVICES REF NO: DD-RS/OTP/04**
- SALARY** : R1 003 890 per annum (Level 12), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Research Services and SIMS. The shortlisted candidates will be subjected to a competency assessment.
- CENTRE** : Mbombela
- REQUIREMENTS** : An appropriate Bachelor's Degree/Advanced National Diploma in Social Science, Economics, Development Studies, Policy Development, Population and Demography (NQF 7), or equivalent qualification. A Postgraduate Degree/Diploma (NQF level 8) will be an added advantage. A minimum of three (3) years' experience at a Junior Management level, preferably in the field of Research Management. Practical knowledge of government policies on research management legislative and regulatory frameworks. Good interpersonal and communications skills. Ability to work independently and as part of a team and a valid driver's license is a requirement. Essential skills will include the following: Research Management Comprehensive report writing Strategic capability and leadership Financial management Change management Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.
- DUTIES** : Coordinate the establishment of the research partnerships with institutions of higher learning/research institutions Facilitate research collaboration with institutions of higher learning/research institutions Foster partnership and promote research collaborations between institutions of higher learning/research institutions and provincial departments Develop, improve, accelerate and strengthen research capacity in the province Coordinate Mpumalanga Research Institute activities Manage the implementation of the Provincial Research Agenda Facilitate the coordination of provincial Research Forum Manage the compilation of research agenda reports Render supervisory services.
- ENQUIRIES** : Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
- POST 11/80** : **DEPUTY DIRECTOR: PROTOCOL SERVICES REF NO: DD-PS/OTP/05**
- SALARY** : R1 003 890 per annum (Level 12), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Integrated Security Management.

<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Advanced National Diploma in International Relations / Protocol / Public Management (NQF 7) or equivalent qualification. A minimum of three (3) years' experience at a Junior Management level with experience in an environment rendering protocol matters and a valid driver's license. Essential skills will include the following: Protocol services Strategic capability and leadership Financial management Change management Report writing and presentation Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.
<u>DUTIES</u>	:	Developing and implementing the Provincial protocol policy Rendering protocol support to the Premier and the Executive Rendering ceremonial services and state visits matters Co-ordinating Provincial protocol services Compile and present reports on protocol matters Managing human, financial and physical resources, as well as information.
<u>ENQUIRIES</u>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<u>POST 11/81</u>	:	<u>DEPUTY DIRECTOR: INTERNATIONAL RELATIONS REF NO: DD-IR/OTP/06</u>
<u>SALARY</u>	:	R1 003 890 per annum (Level 12), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: International Relations.
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Advanced National Diploma in International Relations, Public Management (NQF level 7) or equivalent qualification. A minimum of three (3) years of experience in a Junior Management level. Experience in international relations coordination, strategic management, monitoring, and evaluation. Must have a good understanding of the White Paper on South African Foreign Policy, National Development Plan, Mpumalanga Vision 2030 and National Priorities. Essential skills will include the following: International relations Strategic capability and leadership Financial management Change management Report writing and presentation Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.
<u>DUTIES</u>	:	Coordinating the implementation of donor funding programmes Manage and oversee stakeholder engagement Conducting research on potential international partners Monitoring twinning agreements Monitor donor funding assistance programmes implemented by sector departments and municipalities Co-ordination of outbound/inbound missions Co-ordinate existing and new regional partnership with Southern Africa, East Africa, Central Africa, West Africa and North Africa Managing the Division's resources.
<u>ENQUIRIES</u>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<u>POST 11/82</u>	:	<u>DEPUTY DIRECTOR: SOCIAL PROTECTION COMMUNICATION AND HUMAN DEVELOPMENT CLUSTER REF NO: DD-SC/OTP/07</u>
<u>SALARY</u>	:	R1 003 890 per annum (Level 12), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Social Protection Communication and Human Development Cluster. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree (NQF level 7) in Economics, Development Studies, Social Science, Monitoring and Evaluation, Public Policy. A minimum of three (3) years managerial experience at a Junior Management level. Experience in the field of Monitoring and Evaluation would be an added advantage. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service. Essential skills will include the following: Comprehensive report writing Strategic capability and leadership Financial management Change management Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and Communications.
<u>DUTIES</u>	:	Manage the development of the Integrated Provincial Programme of Action for the Social and Transformation Cluster aligned to SONA, SOPA, MTDP and Mpumalanga Vision 2030 Manage the monitoring and evaluation of the provincial department's performance within the social and transformation cluster Manage the assessment of provincial performance against provincial priorities, national policies, Makgotla priorities and other Provincial Strategic Fora Provide strategic direction / support to

cluster departments on policy matters through analysis and review of departmental plans of submissions prior Provide policy advice to the social and transformation cluster on a regular basis. Ensure improvement of performance of departments through establishing monitoring, reporting and evaluations systems for cluster and transformation departments. Manage Risk Management and coordination of PRIME activities. Manage the Social Transformation Cluster Management directorate.

ENQUIRIES : Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004

POST 11/83 : **DEPUTY DIRECTOR: MEDIA, DEPARTMENTAL LIAISON AND INFORMATION SERVICES (WEBSITE) REF NO: DD-MDL/OTP/08**

SALARY : R1 003 890 per annum (Level 12), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Media, Departmental and Information Services. The shortlisted candidates will be subjected to a competency assessment.

CENTRE : Mbombela
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced National Diploma or qualification in Journalism (NQF level 7) or equivalent qualification. A minimum of three (3) years' experience at a Junior Management level. Experience in the field of media liaison and information services, communications, journalism and or in public relations. Competency in media operations, local government communications and ability to communicate with various audiences at different levels. Excellent coordinating, organisational and writing skills and a valid driver's license. Essential skills will include the following: Strategic capability and leadership Financial management Change management Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus. Problem solving and analysis Communications.

DUTIES : Provide strategic leadership and coordination of communication and relationship with the media Enhance the public image of the Premier and the Provincial Government, through media platforms Develop content for social media platforms to profile the work of the Premier and the Provincial Government Draft official media statements, articles, and facilitate interviews Monitor the media, industry publications and current affairs related to the Premier and the Provincial Government, and coordinate media responses for enquiries Manage the compilation of media monitoring reports Lead and direct stakeholders liaison by coordinating the Provincial Government Communicators' Forum, and the Provincial Media Monitoring Team.

ENQUIRIES : Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004

POST 11/84 : **DEPUTY DIRECTOR: TRANSVERSAL HUMAN RESOURCE SERVICES REF NO: DD-THRS/OTP/09**

SALARY : R849 702 per annum (Level 11), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Transversal Human Resource Services. The shortlisted candidates will be subjected to a competency assessment.

CENTRE : Mbombela
REQUIREMENTS : An appropriate Bachelor's Degree /Advanced National Diploma in Human Resource Management or Public Management and Administration (NQF level 7) or equivalent and relevant qualification. A minimum of three (3) years' experience at a Junior Management level. Experience in the field of human resource management, human resource development and policy development. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service. Essential skills will include the following: Policy development and management HR prescripts analysis Comprehensive report writing Strategic capability and leadership Financial management Change management Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.

DUTIES : Manage the development and review of HRM Policies and Frameworks after receipt of requests Monitor compliance to HRM prescripts, with specific reference to effective Performance Management System for officials on SL 2-12, SMS members and HOD's within the provincial departments Monitor compliance by departments with reference to Employment Equity Act implementation and HR Planning Ensure management of risk within the Unit Manage HR and promote efficient Unit resource utilization.

ENQUIRIES : Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004

<u>POST 11/85</u>	:	<u>DEPUTY DIRECTOR: HR PRACTICES, ORGANISATIONAL STRATEGY AND PLANNING REF NO: DD-HRP/OTP/10</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Internal HR Management and Development.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela An appropriate Bachelor's Degree/Advanced National Diploma in Human Resource Management, Public Management and Administration (NQF level 7) or equivalent qualification. A minimum of three (3) years' experience at a Junior Management level. Experience in the fields of human resource management, labour relations, policy development. Knowledge of the Public Finance Management Act and Public Service Act, as well as any other prescripts applicable in the Public Service. Essential skills will include the following: HR management HR prescripts analysis Comprehensive report writing Financial management Change management Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.
<u>DUTIES</u>	:	Manage the development of the recruitment, selection and retention policies/strategies and the implementation thereof Manage the implementation of the transfer processes Manage the implementation of the compensation of employees and conditions of service in terms of the Basic Conditions of Employment Act Manage the development and implementation of the organizational strategy, HR Plan and the Employment Equity Plan Manage the Sub-Unit's planning and reporting, based on the approved plans and strategies Provide informed advice on human resource matters Manage the Office's personnel records and any related information Manage and administer the human resource PERSAL system Manage the Sub-Unit's human, financial, physical resources, as well as information.
<u>ENQUIRIES</u>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<u>POST 11/86</u>	:	<u>DEPUTY DIRECTOR: RECORDS MANAGEMENT AND AUXILIARY SERVICES REF NO: DD-RMA/OTP/11</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Internal HRM and Development.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela An appropriate Bachelor's Degree /Advanced National Diploma in Archives and Records Management or Public Management (NQF level 7), or equivalent qualification. A minimum of three (3) years' experience at a Junior Management level. Relevant experience in archive and records management fields. Practical knowledge of government policies on archives and records management. Good interpersonal and communications skills and ability to work independently and as part of a team. Essential skills will include the following: Archives and records management Planning and organizing Financial management Change management Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.
<u>DUTIES</u>	:	Developing and implementation of records management policies and strategies Developing and monitoring of the Office's implementation of the filing plan Managing and safeguarding the Office's documents and files Managing auxiliary services Managing and safeguarding of electronic and audio-visual records Co-ordinating the process of archiving and disposing of documents and Managing the Division's resources.
<u>ENQUIRIES</u>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<u>POST 11/87</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL RISK AND ETHICS MANAGEMENT (INTERNAL CONTROL AND COMPLIANCE MANAGEMENT) REF NO: DD-OREM/OTP/12</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Organisational Risk and Ethics Management.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela An appropriate Bachelor's Degree/Advanced National Diploma or equivalent qualification in risk management, or a related field (NQF Level 7). Minimum of three (3) years of experience at a Junior Management level in compliance, risk management,

internal audit and related fields. Thorough knowledge of prescripts applicable in the Public Service, including Corporate Governance and Compliance Management. Full understanding of audit processes in the Public Service. Demonstrate analytical abilities, leadership skills, communication skills both verbal and writing and people management skills. Should have integrity, self-confidence, a sense of responsibility and ability to work under pressure. Essential skills will include the following: Interpersonal relations Strategic capability and leadership Financial management Change management Report writing and presentation Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.

DUTIES : Develop and manage the implementation of compliance management policy framework Manage and update the Departmental compliance risk universe on an on-going basis Develop compliance risk management plan Provide guidance, advice, and/or training and educational programs, to improve department's understanding of related laws and regulatory requirements Promote and influence compliance management culture in the department Monitor the implementation of applicable legislation and maintenance of the compliance universe Coordinate internal and external audit engagements Coordinate oversight reports and tracking of recommendations Compile compliance reports to management or any relevant stakeholder.

ENQUIRIES : Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004

POST 11/88 : **ASSISTANT DIRECTOR: EXPENDITURE REF NO: AD-EXP/OTP/13**

SALARY : R552 081 per annum (Level 10)

CENTRE : Mbombela

REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma in Commerce (NQF level 6), a B-Com Degree in Accounting is an added advantage. A minimum of three (3) years relevant experience in Expenditure or Financial Management field. Practical knowledge of government expenditure procedures, BAS, LOGIS, PFMA and Treasury Regulations. Good interpersonal and communications skills. Ability to work independently and as part of a team. Expenditure administration and management will be an added advantage.

DUTIES : Manage and Administer the processing of payments Safeguarding of payment vouchers and oversee (manage) adherence to internal controls processes and procedures Liaise with suppliers of goods and services and manage staff performance Establish and maintain the expenditure risk factors.

ENQUIRIES : Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004

POST 11/89 : **ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: AD-FI/OTP/14**

SALARY : R552 081 per annum (Level 10)

CENTRE : Mbombela

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or equivalent qualification in Internal Audit, Labour Relations, Accounting, Risk Management and Law or B Com Law (NQF level 6) or equivalent and relevant qualification, with experience in an investigation environment and a valid driver's license is essential.

DUTIES : Conducting investigations and preparing reports on various fraud and corruption cases Managing corruption cases and reviewing forensic audit reports Keeping records of all Companies that have been successfully prosecuted for fraud and corruption and communicate such information to the Provincial Treasury Liaising with various stakeholders, such as SIU, SAPS, AFU and participants at the Multi-Agency Working Group, regarding investigative operations relating to all reported cases Conducting follow-ups with other Directorates on complaints forwarded to ensure the closure of those complaints so that full feedback is provided to complainants within reasonable time Provide technical support to the Provincial Department and Local Municipalities as and when necessary.

ENQUIRIES : Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004

POST 11/90 : **BAS SYSTEM CONTROLLER: FINANCIAL MANAGEMENT REF NO: AD-BSC/OTP/15**

SALARY : R552 081 per annum (Level 10)

CENTRE : Mbombela

<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma in Public Administration, Accounting, (NQF level 6) or equivalent qualification. Three (3) years' experience within the BAS environment. Sound knowledge of the Department processes, procedures and financial reporting requirements. Knowledge in Accounting, communication skills, people management skills and presentation skills, extensive knowledge of the system. A System Controller's Certificate will be an added advantage.
<u>DUTIES</u>	:	Manage Security Profiles Maintain departmental parameters Investigate all issues raised and experienced within the Department and resolve them Facilitate all BAS system releases Establish and maintain communication between BAS and relevant source systems Manage and monitor the functions of BAS Users Ensure that important management reports are made available to CFO and other managers Draw reports on the system on regular basis to enable him/her to monitor the activities of the Departments, e.g. audit trails Assist auditors with relevant reports and auditors download that they need for auditing.
<u>ENQUIRIES</u>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<u>POST 11/91</u>	:	<u>PERSAL SYSTEM CONTROLLER: FINANCIAL MANAGEMENT REF NO: AD-PSC/OTP/16</u>
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma in Human Resource Management or Public Management (NQF Level 6) or equivalent qualification. Computer literacy. The candidate must have passed the PERSAL Controllers Course and extensive knowledge of the functionality and capabilities of the PERSAL System.
<u>DUTIES</u>	:	Ensure that all users and supervisors are orientated, trained and maintain a high standard of training of personnel Register supervisors and users under her / his control and allocate PERSAL functions to them according to their allocated tasks Ensure that prerequisites and procedures of PERSAL are well executed Ensure the compilation and maintenance of In-house user manuals Manage the authorizations of suspense file transactions and the verification thereof with the source document Advise PERSAL users on the operation of the system Execute control and audit measures by making use of PERSAL's exception reports.
<u>ENQUIRIES</u>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<u>POST 11/92</u>	:	<u>LOGIS SYSTEM CONTROLLER: FINANCIAL MANAGEMENT/ REF NO: AD-LSC/OTP/17</u>
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree / National Diploma in Accounting, B-Com or Public Management/ Administration (NQF level 6) or equivalent qualification. Certificate in Logis System Controller. Three (3) years' experience within the experience in Financial Management. Good Knowledge and skills in BAS, LOGIS, Treasury Regulations, PFMA, credit and debt management, numeracy, financial administration, Good Knowledge of Public Service Regulations, Risk Management and PFMA and a valid driver's license.
<u>DUTIES</u>	:	Implement Logistical Information System Sites Monitor and evaluate the implementation of LOGIS and maintenance programmes Facilitate the implementation of segregation of duties and acceptance of functional agreement for all LOGIS Users Evaluate performance of institutional sites and give report to senior management Assist with supplier banking details Manage processing of orders Arrange training for Logis Users Assist Assets Management with Logis related matters monitor other personnel services related to processing of orders.
<u>ENQUIRIES</u>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<u>POST 11/93</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS AND DISPOSAL MANAGEMENT SERVICES REF NO: AD-LDMS /OTP/18</u>
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree / National Diploma in Commerce, or B-Com in Accounting or equivalent qualification (NQF level 6) or equivalent qualification. Three (3) years' experience in Supply Chain Management. Knowledge of the Public Finance

		Management Act, Public Service Regulations and Public Service Act, as well as other prescripts applicable in the Public Service and a valid driver's license.
<u>DUTIES</u>	:	Develop and implement plans and strategies on logistics and disposal management in the Office Managing the capturing and approval of requisitions for the office Managing the ordering processes Managing the inventory and consumable Render supervisory services.
<u>ENQUIRIES</u>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<u>POST 11/94</u>	:	<u>CHIEF WORKSTUDY OFFICER: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: CWO-ODJE /OTP/19</u>
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma in Work Study/Management Services/Organizational Design, or equivalent qualification (NQF level 6), with three (3) years of relevant experience in Organisational Design and Job Evaluation. A Certificate in Job Evaluation. A valid driver's license.
<u>DUTIES</u>	:	Conducting Work Study Investigations and Compiling Reports Conducting Job Evaluations Facilitating the Process of developing Job Description. Advising Departments on organograms and efficiency related matters Managing the Division's resources.
<u>ENQUIRIES</u>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<u>POST 11/95</u>	:	<u>ASSISTANT DIRECTOR: MEDIA DEPARTMENTAL LIAISON AND INFORMATION SERVICES REF NO: AS-MDL/OTP/20</u>
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or National Diploma (NQF level 6) in Communications/ Journalism or equivalent qualification. Ability to work independently without supervision and a valid driver's license.
<u>DUTIES</u>	:	Implementing media engagement plans Identify relevant media platforms to profile the Premier and the Provincial Government Distribute media alerts, statements and releases to the media database Conceptualise media content such as media advisories and media statements for approval by the supervisor Facilitate Provincial Government Communicators' Forum Coordinate monthly and quarterly reports Manage communication activities around the events and campaigns on the departmental calendar Facilitate media accreditation, coordinate venues for media registration and interviews.
<u>ENQUIRIES</u>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<u>POST 11/96</u>	:	<u>ASSISTANT DIRECTOR (SDF): HUMAN RESOURCE UTILISATION AND CAPACITY DEVELOPMENT REF NO: AD-SDF/OTP/21</u>
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's Degree or National Diploma (NQF Level 6) in Human Resources or Public Management/Administration or equivalent qualification, with a minimum of three (3) years relevant experience in Human Resource Development and Performance Management fields. Practical knowledge of government policies on human resource development and performance management. Good interpersonal and communications skills, Facilitation and Presentation skills. Ability to work independently and as part of a team. Skills Development Facilitator, Assessor and Moderator certificates will be an added advantage. A valid Driver's license.
<u>DUTIES</u>	:	Coordinate and facilitate the development, implementation and monitoring of the Workplace Skills Plan Facilitate the implementation of Learnership, Recognition of Prior Learning (RPL), Community education and training (CET) and Internship Programmes in the Office of the Premier Management and support of the Premier's Discretionary Bursary Fund Compile Quarterly and Annual reports. Liaison with Service Providers and PSETA.
<u>ENQUIRIES</u>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004

<u>POST 11/97</u>	:	<u>PERSAL SYSTEM CONTROLLER: HR PRACTICES, ORGANISATIONAL STRATEGY AND PLANNING REF NO: AD-PSC/OTP/22</u>
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma in Human Resource Management or Public Management (NQF Level 6) or equivalent qualification. Computer literacy. Must have passed the PERSAL Controllers Course and extensive knowledge of the functionality and capabilities of the PERSAL System.
<u>DUTIES</u>	:	Ensure that all users and supervisors are orientated, trained and maintain a high standard of training of personnel Register supervisors and users under her / his control and allocate PERSAL functions to them according to their allocated tasks Ensure that prerequisites and procedures of PERSAL are well executed Ensure the compilation and maintenance of In-house user manuals Manage the authorizations of suspense file transactions and the verification thereof with the source document Advise PERSAL users on the operation of the system Execute control and audit measures by making use of PERSAL's exception reports.
<u>ENQUIRIES</u>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<u>POST 11/98</u>	:	<u>ASSISTANT DIRECTOR: OFFICE ON THE STATUS OF WOMEN REF NO: AD-OSW/OTP/23</u>
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma in Social Science, Social Work, Psychology, Humanities (NQF level 6) or relevant qualification. Three (3) years' experience supporting target groups. Practical knowledge on government policies and programmes supporting target groups, in particular women, good interpersonal and communications skills and ability to work independently and as part of a team.
<u>DUTIES</u>	:	Assist in Formulating policy frameworks and guidelines on women matters and provide an informed advice thereon. Assist in coordinating the integration of gender equality across departmental programmes and projects Assist in monitoring and reporting on gender representativity across the departments Co-ordinate the Provincial programme of action of women. Compile reports and provide an informed advice on gender related issues.
<u>ENQUIRIES</u>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<u>POST 11/99</u>	:	<u>ASSISTANT DIRECTOR: ECONOMY, INVESTMENT AND EMPLOYMENT CLUSTER REF NO: AD-EIEC/OTP/24</u>
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma in Economics or Development Economics/Business Management (NQF level 6) or equivalent qualification. Three (3) years' experience. Policy analysis and research capabilities. Experience in effective communication (written and verbal). Good understanding of how the machinery of government works, including linkages between National, Provincial and Local spheres of government. Familiarity with relevant provincial policies and priorities. Graphic presentation of information. Advanced computer skills. Willingness to work beyond working hours. Ability to work under tight schedule. Essential Skills: Experience in Macro coordination, Policy analysis, Strategy planning and Policy planning, Monitoring and Evaluation Coordination skills Analytical skills, Project management skills Financial and People management and Graphic representation of information Advanced computer skills Familiarity with relevant Provincial policies and priorities.
<u>DUTIES</u>	:	Support management of the Economy, Investment and Employment Cluster Unit Support analysis of provincial performance and other Provincial Strategic Fora Liaise with cluster departments and collate reporting information Provide administrative support in the Economy, Investment and Employment Cluster Technical Committee meetings Participate in Macro Policy projects performance monitoring teams.
<u>ENQUIRIES</u>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<u>POST 11/100</u>	:	<u>ASSISTANT DIRECTOR: SOCIAL PROTECTION COMMUNICATION AND HUMAN DEVELOPMENT CLUSTER REF NO: AD-SC/OTP/25</u>
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Mbombela

<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelor's Degree/National Diploma in Social Science, Economics, Development Studies, Public Policy, Monitoring and Evaluation (NQF level 6) or equivalent qualification. Three (3) years' experience in policy analysis and research. Competency and experience in effective communication (written and verbal). Essential Skills: Experience in Macro coordination, Policy analysis, Strategy planning and Policy planning, Monitoring and Evaluation Coordination skills Analytical skills, Project management skills Financial and People management and Graphic representation of information Advanced computer skills Familiarity with relevant Provincial policies and priorities.
<u>DUTIES</u>	:	Develop an Integrated Provincial Programme of Action for the Social and Transformation and Cluster aligned to SONA, SOPA, MTDP and Mpumalanga Vision 2030 Monitor and evaluate provincial department's performance within the Social and Transformation Cluster Assessment of provincial performance against provincial priorities, national policies, Makgotla priorities. Provide policy advice to the Social and Transformation Cluster on a regular basis Enhance performance of departments through establishing monitoring, reporting and evaluations systems for cluster and transformation departments Manage Risk Management and coordination of PRIME activities Manage the Social Transformation Cluster Management Directorate.
<u>ENQUIRIES</u>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<u>POST 11/101</u>	:	<u>ASSISTANT DIRECTOR: EVALUATION REF NO: AD-EVA/OTP/26</u>
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor Degree/National Diploma in Monitoring and Evaluation/ Social Science/ Economy/Development Studies/ Auditing (NQF level 6) or equivalent qualification. Three (3) years' experience in Monitoring and Evaluation or Strategic Planning will be an added advantage. Good communication skills with excellent organizational and writing skills, as well as the ability to interact at high profile levels.
<u>DUTIES</u>	:	Develop Provincial Monitoring and Evaluation Framework Develop Provincial Evaluation Plan and manage the implementation of the evaluations studies Monitor and report performance of Provincial department's, entities against the predetermined objectives Provide support to the Evaluation Directorate in executing its mandate Support the Directorate in performance monitoring of provincial departments Support the Directorate on Integrated Frontline Service Delivery Monitoring and Support (FSDM) Operate IT system designed for performance monitoring and data management Support the Directorate in developing of monitoring and evaluation frameworks, policies and tools Support the implementation and coordination of plans and projects of the Directorate Perform any other function assigned to the Directorate.
<u>ENQUIRIES</u>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<u>POST 11/102</u>	:	<u>ICT SPECIALIST: PROVINCIAL GOVERNMENT INFORMATION AND COMMUNICATION TECHNOLOGY (PGITO) REF NO: AD-ICT/OTP/27</u>
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma in Information Technology, or equivalent qualification (NQF level 6), with extensive experience in Information Technology. Problem solving skills, ability to work independently or in a team and advanced computer literacy skills.
<u>DUTIES</u>	:	Providing technical support for Information Technology related devices in the Office of the Premier and other departments Promoting ICT awareness and usage thereof in the Office of the Premier and other departments Monitoring IT service level agreements that the OTP and other departments enter into with service providers Developing IT technical standards on procedural and related matters to OTP and departments.
<u>ENQUIRIES</u>	:	Should be directed to the Human Resource Practitioner: Ms. VT Nkosi Tel No: (013) 766 2343
<u>POST 11/103</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE UTILISATION AND CAPACITY DEVELOPMENT (PMDS) REF NO: AD-PMDS/OTP/28</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor Degree/National Diploma in Human Resource Management/ Public Management (NQF level 6) or equivalent qualification, with a minimum of three (3) years relevant experience in human resource management. Relevant experience in human resource management and development fields. Practical knowledge of

government policies on human resource management and development. Good interpersonal and communications skills. Ability to work independently and as part of a team.

DUTIES : Coordinate the implementation of Performance Management and Development Policy for officials on Salary levels 2-12 and SMS Members Coordinate the implementation of performance management and development of policy for SMS members Administer benefits on PERSAL Training of officials on Salary levels 2-12 and SMS Members regarding PMDS Policy requirements Liaise with officials and other stakeholders regarding PMDS issues Capture all PMDS documents on PERSAL System Coordinate all sittings on PMDS for all officials within the Office of the Premier Attend to all queries relating to PMDS matters.

ENQUIRIES : Should be directed to the Human Resource Practitioner: Ms. VT Nkosi Tel No: (013) 766 2343

POST 11/104 : **ASSISTANT DIRECTOR: ORGANISATIONAL RISK AND ETHICS MANAGEMENT REF NO: AD-OREM/OTP/29**

SALARY : R444 036 per annum (Level 09)

CENTRE : Mbombela

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Internal Audit/ Risk Management/ Accounting (NQF level 6) or equivalent qualification. Three years' experience in Risk Management/Auditing/Financial Management. Knowledge of Public Sector Risk Management Framework, Company of Sponsoring Organizations (COSO) Framework, King IV on Risk Management and Chapter 2 of Public Service Regulations, 2016, as amended. Ethics in the Public Service Course/Certificate.

DUTIES : Drive the implementation of ethics and risk management policies and strategy of the Office of the Premier Conduct risk assessment and review Regular updating of the risk registers Monitor progress in mitigation and management of risks Monitor and evaluate the implementation of the Ethics & Risk Management Plan, including the Fraud Prevention Plan Render secretarial role to the Ethics & Risks Management Committee.

ENQUIRIES : Should be directed to the Human Resource Practitioner: Ms. VT Nkosi Tel No: (013) 766 2343

POST 11/105 : **ASSISTANT DIRECTOR: INTEGRITY MANAGEMENT AND GOVERNANCE REF NO: AD-IMG/OTP/30**

SALARY : R444 036 per annum (Level 09)

CENTRE : Mbombela

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Public Management/ Communication/Law/ Ethics or Social Sciences (NQF Level 6) or in the relevant field. At least 3-5 years of experience in a related field (e.g. ethics, compliance, community development). Strong knowledge of ethics and integrity principles, including relevant laws and regulations. Good communication and interpersonal skills. Ability to make presentations. Strong analytical and problem-solving skills. Ability to maintain confidentiality and handle sensitive information.

DUTIES : Co-ordinate and Implement the Provincial/National Anti-Corruption Strategy and the Implementation Plans Co-ordinate and monitor the implementation of the Provincial ethics strategy, Policies and Programmes Provide oversight role and support to the Provincial Departments and Municipalities on integrity management and promotion of good governance, including Ethics management Organize and facilitate awareness programmes on ethics and integrity awareness meant to promote good governance Coordinate and provide Secretariat function to the Provincial Anti-Corruption Co-ordination Committee Collaborate with Departments and Municipalities to ensure that ethics and integrity are integrated into all aspects of the organization Provide regular general support to the manager and compile monthly and quarterly reports on ethics and integrity matters.

ENQUIRIES : Should be directed to the Human Resource Practitioner: Ms. VT Nkosi Tel No: (013) 766 2343

POST 11/106 : **WORK STUDY OFFICER: ORGANISATIONAL DESIGN AND JOB EVALUATION REF: WSO/OTP/31**

SALARY : R376 413 per annum (Level 08)

CENTRE : Mbombela

REQUIREMENTS : An appropriate Bachelor's Degree /National Diploma in Work Study/Management Services/Organizational Design or equivalent qualification (NQF level 6). Knowledge of Job Evaluation is an added advantage. A valid driver's license will be an added advantage.

<u>DUTIES</u>	:	Developing of Organograms and compiling of reports on the organization and post establishment of the departments Evaluating posts in the provincial departments Facilitating the process of compiling Job Descriptions in the departments Rendering advice to management on organogram and efficiency-related matters.
<u>ENQUIRIES</u>	:	Should be directed to the Human Resource Practitioner: Ms. VT Nkosi Tel No: (013) 766 2343
<u>POST 11/107</u>	:	<u>FORENSIC INVESTIGATOR: FORENSIC INVESTIGATIONS REF NO: FI/OTP/32</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Advanced National Diploma in Forensic Investigations, Law, Risk Management or Commerce (NQF level 6) or equivalent qualification. Knowledge in the investigation environment and a valid driver's license.
<u>DUTIES</u>	:	Conducting investigations and preparing reports on various fraud and corruption cases Management of fraud and corruption cases Manage cases database and tracking systems reviewing forensic audit reports Keeping records of all companies that have been successfully prosecuted for fraud and corruption and communicate such information to the Provincial Treasury Liaising with various stakeholders such as SIU, SAPS, AFU regarding investigative operations relating to all reported cases Conducting follow-ups with other Directorates on complaints forwarded to ensure the closure of those complaints so that full feedback is provided to complainants within a reasonable time Compiling monthly and quarterly reports on all the work within their jurisdiction Providing expert support to the provincial departments and local municipalities as and when necessary.
<u>ENQUIRIES</u>	:	Should be directed to the Human Resource Practitioner: Ms. VT Nkosi Tel No: (013) 766 2343
<u>POST 11/108</u>	:	<u>ADMINISTRATIVE OFFICER: TRANSPORT AND ASSETS MANAGEMENT REF NO: AO-TAM/OTP/33</u>
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's of Commerce Degree/National Diploma in Accounting /Finance or Supply Chain Management (NQF level 6) or equivalent qualification. Ability to work with figures. Practical knowledge of government logistics and disposal management processes. Sound interpersonal and communication skills. Computer literacy is recommended.
<u>DUTIES</u>	:	Receive assets deliveries. Barcode assets received and issue assets received to the relevant Unit Administer disposal management Conduct Assets verifications Capturing and Updating assets information on the LOGIS system capturing and updating assets on assets register.
<u>ENQUIRIES</u>	:	Should be directed to the Human Resource Practitioner: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 11/109</u>	:	<u>ADMINISTRATIVE OFFICER: STRATEGIC MANAGEMENT AND PLANNING REF NO: AO-SMP/OTP/34</u>
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A Bachelors Degree/National Diploma (NQF Level 6) in Administration/Public Management/Organisational Performance Planning and Monitoring. 2-3 years working experience in strategic planning, monitoring and evaluation environment. Administration, organisational, administrative and time management skills. Computer literacy in (Ms Word Excel and Power Point). Knowledge and Experience of the strategic planning, monitoring and evaluation policies, prescripts and practices. Good interpersonal, as well as written and verbal communication skills. A team player with basic management skills, sound interpersonal relations and numerical skills. Problem solving skills. Sound organising and planning skills. Customer orientation and leadership abilities. Valid driver's license.
<u>DUTIES</u>	:	Assist in Coordination of the implementation of strategic planning, monitoring and evaluation policies Participate in the development of strategic planning, monitoring and evaluation templates Distribute templates as required Assist in the compilation of the Departmental plans, annual, quarterly and monthly reports Assist in coordination of strategic performance review reports and sessions Maintain accurate records and filing systems Play an administrative role for the Unit (Arrange bookings for meetings and take minutes; Send, receive, record and distribution of mail) Process financial and administrative related documents Attend to daily enquiries and make sure that necessary follow-ups are made.

<u>ENQUIRIES</u>	:	Should be directed to the Human Resource Practitioner: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 11/110</u>	:	<u>MESSENGER: EXECUTIVE COUNCIL SECRETARIAT REF NO: M-EXCO/OTP/35</u>
<u>SALARY</u>	:	R216 417 per annum (Level 05)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A minimum of NQF Level 4 (Grade 12 Certificate or equivalent). Driver's license (Code 8-EC). A minimum of five years driving experience.
<u>DUTIES</u>	:	Transportation of work teams Deliver and collect documents from different departments and entities Transportation of material and/or equipment Detect and repair minor mechanical problems on the vehicles Check and attend to level and/or condition of oil, fuel, tyres and water Take steps to have vehicles repaired by the relevant authorities. Inspect vehicles/equipment/material and report defects. Complete vehicle logbook and trip authorization.
<u>ENQUIRIES</u>	:	Should be directed to the Human Resource Practitioner: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 11/111</u>	:	<u>ADMINISTRATION CLERK: TRANSVERSAL HUMAN RESOURCE SERVICES REF NO: AC-THRS/OTP/36</u>
<u>SALARY</u>	:	R216 417 per annum (Level 05)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	Grade 12 Certificate, Certificate in Office Administration, Experience in the field of Office Administration will be an added advantage, Sound interpersonal and communication skills and computer literacy is highly recommended.
<u>DUTIES</u>	:	Maintain accurate records and manage the Unit's filing system Play an administrative role for the Unit (Arrange bookings for meetings and take minutes; Send, receive, record and distribution of mail) Process financial and administrative related documents Attend to daily enquiries and make sure that necessary follow-ups are made Record and compile minutes during meetings Handle logistical services for the Unit.
<u>ENQUIRIES</u>	:	Should be directed to the Human Resource Practitioner: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 11/112</u>	:	<u>REGISTRY CLERK: RECORDS MANAGEMENT AND AUXILIARY SERVICES REF NO: RC-RMAS/OTP/37</u>
<u>SALARY</u>	:	R216 417 per annum (Level 05)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade12). Competency in handling registry matters. Extensive experience and knowledge of Directives and procedures in registry. Knowledge of the National Archives Act, MISS, registration and messenger services. Appropriate experience in electronic records management is essential. Knowledge and understanding of records classification system and Ability to work under pressure. Competencies: Ability to read and analyse official documents. Ability to work in a team and independently. Good interpersonal relations. Good communications skills. Computer literacy. Must be pro-active and flexible.
<u>DUTIES</u>	:	Process incoming and outgoing documents Manage correspondences Ensure safekeeping and security of all documents Process documents for archiving Comply with and promote Batho Pele Principles and Service Standards Perform ad hoc duties as directed by the Senior Manager and Deliver documents to relevant stakeholders.
<u>ENQUIRIES</u>	:	Should be directed to the Human Resource Practitioner: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 11/113</u>	:	<u>SECRETARY: STRATEGIC MANAGEMENT AND PLANNING REF NO: S-SMP/OTP/38</u>
<u>SALARY</u>	:	R216 417 per annum (Level 05)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Certificate in Office Administration and experience in the field of Office Administration will be an added advantage. Sound interpersonal and communication skills. Computer literacy is highly recommended.
<u>DUTIES</u>	:	Manage the Sectional Head's diary Handle the Sectional Head's correspondence Type documents for the Sectional Head Co-ordinate meetings for the Unit Record and compile minutes during meetings Handle logistical services for the Unit Manage the Unit's filing system.
<u>ENQUIRIES</u>	:	Should be directed to the Human Resource Practitioner: Ms. NA Mathebula Tel No: (013) 766 2426

POST 11/114 : **SECRETARY: LABOUR RELATIONS REF NO: S-LR/OTP/39**

SALARY : R216 417 per annum (Level 05)
CENTRE : Mbombela
REQUIREMENTS : Grade 12 Certificate. Certificate in Office Administration and experience in the field of Office Administration will be an added advantage. Sound interpersonal and communication skills. Computer literacy is highly recommended.

DUTIES : Manage the Sectional Head's diary Handle the Sectional Head's correspondence Type documents for the Sectional Head Co-ordinate meetings for the Unit Record and compile minutes during meetings Handle logistical services for the Unit Manage the Unit's filing system.

ENQUIRIES : Should be directed to the Human Resource Practitioner: Ms. NA Mathebula Tel No: (013) 766 2426

POST 11/115 : **SECRETARY: INTERNATIONAL RELATIONS REF NO: S-IR/OTP/40**

SALARY : R216 417 per annum (Level 05)
CENTRE : Mbombela
REQUIREMENTS : Grade 12 Certificate. Certificate in Office Administration and experience in the field of Office Administration will be an added advantage. Sound interpersonal and communication skills. Computer literacy is highly recommended.

DUTIES : Manage the Sectional Head's diary Handle the Sectional Head's correspondence Type documents for the Sectional Head Co-ordinate meetings for the Unit Record and compile minutes during meetings Handle logistical services for the Unit Manage the Unit's filing system.

ENQUIRIES : Should be directed to the Human Resource Practitioner: Ms. NA Mathebula Tel No: (013) 766 2426

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

<u>CLOSING DATE</u>	:	14 April 2025
<u>NOTE</u>	:	All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, 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. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme/ Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 11/116</u>	:	<u>DIRECTOR: BUSINESS PLANNING AND STRATEGY REF NO: AGR 30/2025</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	B degree (NQF 7 as recognised by SAQA) in agricultural economics, economics, agriculture, planning or related subject fields; A minimum of 5 years middle or senior management experience; A valid code B drivers' license. Competencies: Knowledge of the following: Expert knowledge of the Western Cape Agricultural Sector within the context of the South African, African and Global Sector; Proven ability to analyse and advise on strategic and policy matters (provincial / national / international / contemporary issues in agricultural and economic context; Understanding the whole value chain of the Agricultural Sector and ability to analyse and comment on trends and disruptions in the Sector; Expert knowledge of government planning, evaluation and reporting frameworks and processes; Ability to provide perspectives on issues of the day; Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Proven knowledge and understanding of programme and project management; Proven knowledge and understanding of procurement and tendering processes; Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes; Proven knowledge and understanding of modern systems of governance and administration; Proven knowledge and understanding of public service procedures, processes and systems; Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Proven knowledge and understanding of public finance, human resources and discourse management processes; Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Proven knowledge and understanding of the functioning of the Province and the activities of sister departments; Proven knowledge and understanding of the policies of the government of the day; Basic knowledge and understanding of Labour

- Relations legislation and regulations; Proven knowledge and understanding of performance management in general; Technical report writing; Networking.
- DUTIES** : Line Management; Provide expert counsel on agricultural economic and related matters for high-level decision making; Manage the transversal strategic planning, evaluation monitoring and reporting processes for the Department; Promote departmental communication; Manage the departmental involvement in the integrated development planning process; Strategic Management; Financial Management; People Management.
- ENQUIRIES** : Dr Mogale Sebopetsa Tel No: (021) 808 5005 / Mogale.Sebopetsa@westerncape.gov.za
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 11/117 : **DEPUTY DIRECTOR: ANIMAL AND PLANT PRODUCTION (ELSENBURG) REF NO: AGR 16/2025**

- SALARY** : R849 702 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate Honours Degree (equivalent or higher qualification); A minimum of 5-years relevant middle management experience (managerial experience in an academic environment). Recommendation: MSc Agriculture or equivalent qualification; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Policy development about training; Strategic management; Human resource management and development; Financial management; Agricultural directed practices; Relevant legislation and policies; Training programmes; Relevant service, research and farming machinery; Skills needed: Written and verbal communication; Interpersonal; Change management; Proven computer literacy; Supervisory; Analytical ability.

- DUTIES** : Manage and develop relevant quality training programmes; Client services/stakeholder management and engagement/liaison; Policy determination; Financial management; People management; Procurement management.

- ENQUIRIES** : Mr G Stander Tel No: (021) 808 5019
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/118 : **PROJECT MANAGER: RURAL DEVELOPMENT COORDINATION-(ELSENBURG) REF NO: AGR 23/2025**

- SALARY** : R849 702 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration, Business Administration or Social Science; A minimum of 3 years' experience in project planning, management, and coordination; 5 years' experience in community and or stakeholder liaison in a development environment; 5 years exposure to community development and social cohesion initiatives; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: A relevant B-Degree. Competencies: Knowledge of the following: South African rural socio-economic context; Public Finance Management Act; Strategic management procedures; Labour relations Act; Public service and procedures; Supply chain management; Skills needed: Proven computer literacy; Written and verbal communication; Analysing; Leading and supervising; Persuading and influencing; Planning and organising; Deciding and initiating action; Working with people; Delivering results and meeting customer expectations; Relating and networking.

- DUTIES** : Manage and achieve the targets of the sub-programme towards rural development coordination towards economic development in rural areas; Manage and achieve the targets of the sub-programme social facilitation towards the improvement of socio-economic development in rural areas; Manage and achieve the targets of the sub-programme to enhance the image and socio-economic conditions of agri-workers; Promote internal and external integration for the department; Provide human resource management, financial management and strategic management.

- ENQUIRIES** : Ms J Pandaram Tel No: (021) 808 5362

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 11/119** : **SENIOR LECTURER: VITICULTURE AND OENOLOGY REF NO: AGR 22/2025**
- SALARY** : R444 036 - R532 602 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year BSc degree (equivalent or higher qualification) in Viticulture and Oenology; A minimum of 6 years appropriate experience. Recommendation: Successfully completed training as an assessor and/or moderator; Expertise to teach related subject. Competencies: Proven knowledge of the subject field; Skills needed: Supervisory and management; Communication (written and verbal); Computer literacy; Leadership; Planning and Organising; Formal training and presentation.
- DUTIES** : Ensure that classes are conducted by supervisees; Develop and implement the academic curriculum for the subject field; Conduct classes; Prepare lesson plans and present practical, theoretical and/or short courses; Ensure that student advisory services are provided; Perform and oversee administrative and related functions; Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field; Renew and develop course material and study guides.
- ENQUIRIES** : Mr L Conradie Tel No: (021) 808 7701
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 11/120** : **SENIOR AGRICULTURAL ADVISOR: POMOLOGIST (CALEDON) REF NO: AGR 31/2025**
- SALARY** : R444 036 - R532 602 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year BSc Agric degree (NQF 8) or higher majoring in Pomology or equivalent qualification as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 year's experience in pomology extension; A valid code B (or higher) driving license. Recommendation: Relevant experience in fruit production. Competencies: Knowledge of the following: Wine and Table grape production; Project management practices; Land reform programme and project implementation; Following skills: Research; Excellent written and verbal communication; Report writing; Sound organisational and leadership abilities; Proven Computer literacy in MS Office (MS Word, Excel, Outlook, PowerPoint).
- DUTIES** : Compilation of project submissions and the management of project implementation; Conduct relevant development of farmers across all functions which include land reform, infrastructure development project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers especially extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production system; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's) in the delivery and implementation of projects; Lead, guide and provide support to lower level extension staff and admin support staff.
- ENQUIRIES** : Mr D Chitepo Tel No: (021) 808 5100
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 11/121** : **SENIOR AGRICULTURAL ADVISOR: VITICULTURE (WELLINGTON) REF NO: AGR 32/2025**
- SALARY** : R444 036 - R532 602 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government

- REQUIREMENTS** : An appropriate 4-year BSc Agric degree (NQF 8) or higher majoring in Viticulture or equivalent qualification as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 year's experience in Viticulture; A valid code B driving license. Recommendation: Relevant experience in wine and table grape production. Competencies: Knowledge of the following: Wine and Table grape production; Project management practices; Land reform programme and project implementation; Following skills: Research; Excellent written and verbal communication; Report writing; Sound organisational and leadership abilities; Proven Computer literacy in MS Office (MS Word, Excel, Outlook, PowerPoint).
- DUTIES** : Compilation of project submissions and the management of project implementation; Conduct relevant development of farmers across all functions which include land reform, infrastructure development project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers especially extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production system; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's) in the delivery and implementation of projects; Lead, guide and provide support to lower level extension staff and admin support staff.
- ENQUIRIES** : Mr D Chitepo Tel No: (021) 808 5100.
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 11/122** : **SENIOR AGRICULTURAL ADVISOR: LIVESTOCK (BEAUFORT WEST) REF NO: AGR 33/2025**
- SALARY** : R444 036 - R532 602 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year BSc Agric degree (NQF 8) or higher majoring in Livestock or equivalent qualification as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 years experience in agricultural extension; A valid code B driving license. Recommendation: Relevant experience in animal production (livestock). Competencies: Knowledge of the following: Production of livestock; Project management practices; Land reform programme and project implementation; Following skills: Research; Excellent written and verbal communication; Report writing; Sound organisational and leadership abilities; Proven Computer literacy in MS Office (MS Word, Excel, Outlook, PowerPoint).
- DUTIES** : Compilation of project submissions and the management of project implementation; Conduct relevant development of farmers across all functions which include land reform, infrastructure development project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers especially extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production system; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's) in the delivery and implementation of projects; Lead, guide and provide support to lower level extension staff and admin support staff.
- ENQUIRIES** : Ms V Erasmus Tel No: (023) 414 9202
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

<u>POST 11/123</u>	:	<u>AGRICULTURAL ADVISOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT REF NO: AGR 29/2025 (X2 POSTS AVAILABLE IN WELLINGTON AND CERES)</u>
<u>SALARY</u>	:	R376 413 - R443 036 per annum (Level 08)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 4-year qualification (NQF 8) in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following; Crop and animal production in the specific area, also markets and value adding; Practical research; Land reform programme and project implementation; Communication (written and verbal), leadership and presentation skills; Proven computer literacy in MS Office(Excel, Word, PowerPoint and Outlook); Problem solving(research skills; Good time management and the ability to work under pressure (project implementation); Ability to work in a team; Prepare and deliver good presentations.
<u>DUTIES</u>	:	Compilation of project submissions and project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials under supervision; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production systems; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System(AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's) in the delivery and implementation of projects; Practise Batho Pele principles; Uphold the Core Values of the Western Cape Government.
<u>ENQUIRIES</u>	:	Mr D Chitepo at Tel No: (021) 808 5100.
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 11/124</u>	:	<u>CIVIL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE: CENTRAL KAROO (LAINGSBURG) REF NO: AGR 24/2025</u>
<u>SALARY</u>	:	Grade A: R371 253 - R396 522 per annum, (OSD as prescribed) Grade B: R419 325 - R449 079 per annum, (OSD as prescribed) Grade C: R472 812 - R556 080 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3years relevant post qualification technical (engineering)experience. A valid driving license (Code B or higher). Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management.
<u>DUTIES</u>	:	Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical

engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES : Ms PJ Pienaar at (083) 649 9306
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/125 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE: EDEN (OUDTSHOORN) REF NO: AGR 27/2025**

SALARY : Grade A: R371 253 - R396 522 per annum, (OSD as prescribed)
Grade B: R419 325 - R449 079 per annum, (OSD as prescribed)
Grade C: R472 812 - R556 080 per annum, (OSD as prescribed)

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering)experience. A valid driving license (Code B or higher). Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management.

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

ENQUIRIES : Mr H Muller Tel No: (044) 803 3721
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/126 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE: EDEN (RIVERSDALE) REF NO: AGR 28/2025**

SALARY : Grade A: R371 253 - R396 522 per annum, (OSD as prescribed)
Grade B: R419 325 - R449 079 per annum, (OSD as prescribed)
Grade C: R472 812 - R556 080 per annum, (OSD as prescribed)

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3years relevant post qualification technical (engineering)experience. A valid driving license (Code B or higher). Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management.

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

new technologies and procedures; Research/literature studies technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES : Mr H Muller Tel No: (044) 803 3721
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/127 : **PERSONAL ASSISTANT: RURAL DEVELOPMENT (OFFICE OF THE CHIEF DIRECTOR)- ELSENBURG REF NO: AGR 25/2025**

SALARY : R308 154 - R362 994 per annum (Level 07)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3years experience in rendering a support service to management/ senior management. Recommendation: A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Office Administration; Database Management; Information and Records Management; Procurement processes; Financial administration; Functioning, systems and processes of government. Skills needed: Proven computer literacy; Written and verbal communication; Client liaison and networking; Report writing; Research; Problem solving; Good telephone etiquette; High level of reliability; Ability to communicate well with people; Ability to act with text and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivation.

DUTIES : Provide a secretarial/receptionist support service to the Chief Director; Renders administrative support services; Provide support to the Chief Director regarding meetings and events; Supports the Chief Director with the administration of the Chief Director's budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.

ENQUIRIES : Ms J Pandaram Tel No: (021) 8085362
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/128 : **ADMINISTRATION CLERK: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (LADISMITH) REF NO: AGR 14/2025**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. **Recommendation:** National Diploma or equivalent qualification; Relevant experience. **Competencies:** Knowledge and understanding of effective records management system; Written and verbal communication skills; Proven computer literacy in MS Office (MS Word, Excel, Outlook, PowerPoint); Interpersonal, organising and human relation skills; Ability to accept accountability and responsibility; Ability to work independently and unsupervised.

DUTIES : Updating the registers and statistics; Handling routine enquires; Make photocopies and receive or send e-mails/facsimile; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for projects in the sub-directorate; Type letters and/or other correspondence when required; Keep and maintain the income and outgoing document register of the component; Provide secretariate assistance and logistical support with stakeholder engagements; Provide clerical support with the compilation of training plans.

ENQUIRIES : Mr W Burger Tel No: (044) 803 3747
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/129 : **ADMINISTRATION CLERK: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (GOODWOOD) REF NO: AGR 15/2025**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government

<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification); A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: National Diploma or equivalent qualification; Relevant experience. Competencies: Knowledge and understanding of effective records management system; Written and verbal communication skills; Proven computer literacy in MS Office (MS Word, Excel, Outlook, PowerPoint); Interpersonal, organising and human relation skills; Ability to accept accountability and responsibility; Ability to work independently and unsupervised.
<u>DUTIES</u>	:	Updating the registers and statistics; Handling routine enquires; Make photocopies and receive or send e-mails/facsimile; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for projects in the sub-directorate; Type letters and/or other correspondence when required; Keep and maintain the income and outgoing document register of the component; Provide secretariate assistance and logistical support with stakeholder engagements; Provide clerical support with the compilation of training plans.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Obose Tel No: (021) 808 7082. Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 11/130</u>	:	<u>FARM FOREMAN: FARM SERVICES (WORCESTER VELD RESERVE) REF NO: AGR 21/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 - R254 928 per annum (Level 05) Department of Agriculture, Western Cape Government Senior certificate/Grade 12 (or equivalent qualification); A minimum of 1-year relevant experience; A valid (Code 8) driving license. Recommendation: Practical experience in the following: General farm work; Soil cultivation, preparation for different pastures with tractors and various equipment (Handling of irrigation equipment/planting, fertilising, spraying and harvesting of seeds for veld restoration); Cleaning, weighing, sorting and packaging seeds and plant material harvested for veld restoration and research; Assisting with preparation of veld research trials and data collection; Water supply related activities/handling of tractors and equipment's, tools, vehicles/fencing; Maintenance of infrastructure; Supervision of personnel and admin related functions. Competencies: A good understanding of the following: Plant science and research: General farm work; Maintenance of infrastructure; Supervision of personnel; Administration related functions; Written and verbal communication skills.
<u>DUTIES</u>	:	Overseeing routine activities in the following: Crop production; Animal production; General farmwork; Infrastructure maintenance activities; Admin related functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Swart Tel No: (021) 808 7809 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 11/131</u>	:	<u>FARM AID: FARM SERVICES (OUTENIQUA) REF NO: AGR 20/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 – R154 626 per annum (Level 02) Department of Agriculture, Western Cape Government Basic literacy and Numeracy (ABET level 3/Grade 7). Recommendation: Senior Certificate (Grade 12); Proven experience in the following: General farm work; Working with farm animals; Farm infrastructure construction and maintenance e.g. fencing, building and water pipe systems. A valid (Code B or higher) driving license. Competencies: Knowledge and skills of general farm work and maintenance; Knowledge and skills of working with Research farm animals and pasture; Ability to handle and carry weights of up to 50kg; Basic communication skills.
<u>DUTIES</u>	:	Perform routine activities of crop production e.g. planting, harvesting, irrigation; Perform routine activities of livestock e.g. caring, dipping and dosing; Performing general farm activities e.g. cleaning, loading and maintain water supply systems; Perform general routine activities in respect of infrastructure e.g. maintain fences roads and pipelines.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. H.S Gerber Tel No: (044) 803 3727 To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 02 Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

Or 3 Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department

POST 11/132 : **FARM AID: NUTRITION AND PRODUCT QUALITY (ELSENBURG) REF NO: AGR 26/2025**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Basic literacy and Numeracy (ABET level 3/Grade 7). A valid code B (or higher) driving license. Recommendation: Relevant livestock farming experience. Competencies: Knowledge of Livestock farming; Skills needed: Basic Communication; Good analytical skills; Attention to detail, technical accuracy; Planning to meet strict deadlines; Ability to follow procedures/methods; Ability to work under pressure.

DUTIES : Flock maintenance (routine tasks with sheep farming and research); Livestock care and feeding; Research support with regards to sheep research being done; General farm work; Infrastructure maintenance; Perform weekend duties.

ENQUIRIES : Ms. M. Mulaudzi at (021) 808 5220
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

1 Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);

Or 2 Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

Or 3 Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE : 14 April 2025

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 11/133 : **DEPUTY DIRECTOR: CORPORATE SERVICES RELATIONS MANAGEMENT REF NO: CAS 03/2025**

SALARY : R849 702 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' management level experience. Competencies: Knowledge of the following: The business and organisational structure of the department; Corporate governance requirements, with particular reference to prescribed plans and

committees (in as far as they relate to the work of the CSC); The provincial policies, service level agreement and service schedules in terms of which the working relationship with the CSC is managed; Human resources management systems (as supervisor of own employees); Skills needed: Proven computer literacy in MS Office; Planning and organising; Basic research; Analytical; Communication skill (written and verbal); Conceptual, Interpretative and formulation; Ability to work independently and as part of a team.

DUTIES : Manage and report on contracts; Render a secretarial service to the bid committees; Administer the bid process.

ENQUIRIES : Mr S Julie Tel No: (021) 483 3134

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/134 : **ADMINISTRATIVE OFFICER: ARCHIVES ADMINISTRATIVE SUPPORT SERVICE, REF NO: CAS 05/2025**

SALARY : R308 154 - R362 994 per annum (Level 07)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years experience in Human resource and general administration. Recommendation: Working knowledge of PERSAL or similar system. Competencies: Knowledge of the following: Financial Management and Supply Chain management Services and registry duties; Human Resource Management including Recruitment and selection process; Budget management; Procedures in terms of the working environment; Filing of HR documents; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Human Resource Planning; Finance and Audit; Ability to work independently and as part of a team; Ability to deal with sensitive matters.

DUTIES : Manage and report on contracts; Render a secretarial service to the bid committees; Administer the bid process.

ENQUIRIES : Ms A Kupe Tel No: (021) 483 0411

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/135 : **ADMINISTRATIVE OFFICER: ASSET MANAGEMENT REF NO: CAS 07/2025**

SALARY : R308 154 - R362 994 per annum (Level 07)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : 3-year National Diploma/B-Degree (equivalent or higher qualification) in Financial Management, Public Management or Supply Chain Management; A minimum of 3 years relevant experience in a Supply Chain Management environment; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial Management; Public Finance Management; Supply Chain Management; Skills needed: Proven computer literacy (MS Office); Written and verbal.

DUTIES : Manage and report on contracts; Render a secretarial service to the bid committees; Administer the bid process.

ENQUIRIES : Ms M Hendricks Tel No: (021) 483 2436

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/136 : **LIBRARIAN: SELECTION REF NO: CAS 10/2025**

SALARY : R308 154- R 362 994 per annum (Level 07)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Library Science/Information Sciences; A minimum of 1 year experience in collection development and evaluation of library material Recommendation: Experience in the following: Cataloguing experience using AACR2 or RDA; Afrikaans literature and Afrikaans publishing industry; Electronic resources collection development. Competencies: Knowledge of the following: Book knowledge; Library selection procedures; Library Information Management System; MARC21; Budgeting; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Attention to detail; High level reading ability; Planning and organisational; Time management; Ability to work under pressure.

DUTIES : Evaluation of library material; Creation of bibliographic records; Collection development; Promotion of library material.

ENQUIRIES : Mr S Jonck Tel No: (021) 483 5475

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 11/137** : **LIBRARIAN: CATALOGUING SECTION REF NO: CAS 11/2025**
- SALARY** : R308 154 - R362 994 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Library Science/Information Sciences; A minimum of 1 year experience in online cataloguing and classification. Competencies: Knowledge of the following: Collection Development; Library and Information science; Prescripts and legislation; Library Procedures and Processes; Skills needed: Proven computer literacy; Written and verbal communication; Interpersonal and information interpretation; Document writing; Good presentation and organising; Online searching; Online cataloguing; Problem solving ability; The ability to work within teams and perform under pressure.
- DUTIES** : Cataloguing and classification of new library materials; Quality control of the Library Information Management System database; Answering cataloguing queries and assist with general office administration; Checking the cataloguing and classification of new library materials.
- ENQUIRIES** : Mr B Meyer Tel No: (021) 483 2441
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 11/138** : **ADMINISTRATIVE OFFICER: KNOWLEDGE RESOURCES REF NO: CAS 15/2025**
- SALARY** : R308 154 - R362 994 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent); A minimum of 6 years administration experience. Recommendation: A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Recreation, MOD Programme, School Sport, Sport and Cultural; Knowledge resources and management; Monitoring and evaluation; Mentoring, assessing and quality assurance; Recreation, MOD Programme, School Sport and its activities and procedures; Relevant recreation, MOD Programme, school sport and sport policies, rules and regulations; The White Paper on Sport; The National Sport and Recreation Plan; The Sport for Life Concept; Statuary prescripts surrounding the Public Service, e.g. Public Service Act & Regulations and Public Finance Management Act (PFMA); Knowledge of the relevant regulations and processes
- DUTIES** : Contribute to the operational planning of the component by means of knowledge resources input; Implement relevant knowledge resources related aspects of the operational plan and achieving relevant objectives within the prescripts of the relevant regulations; Manage and maintain the relevant business planning processes; Ensure the directorate has effective knowledge resources management systems and processes in place; Manage and facilitate the knowledge resources management processes of the directorate; Provide relevant knowledge resources management processes of the directorate; Monitoring and Evaluation.
- ENQUIRIES** : Ms M Petersen Tel No: (021) 483 9651
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 11/139** : **SPORT PROMOTION OFFICER: COMPETITIVE SPORT (EDEN DISTRICT) REF NO: CAS 16/2025**
- SALARY** : R308 154 - R362 994 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Sport and Recreation. Recommendation: Relevant experience; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: National Sport and Recreation Plan; Public Finance Management Act; Project Management; Sport federations, sport clubs, sport council and local municipalities; Women in Sport Policy Framework; Safeguarding. Skills needed: Written and verbal communication; Proven computer literacy; Project management; Ability to work independently and as part of a team.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures; Facilitate sustainable capacity development in clubs and federations. Implement sport and recreation programmes in the district; Monitor and evaluate the compliance with

sport and recreation transformational policies; Render administrative functions in relation to programmes that are implemented.

ENQUIRIES : Mr R Allies Tel No: (021) 483 9780

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/140 : **ADMINISTRATION CLERK: WESTERN CAPE LIBRARY SERVICES REF NO: CAS 04/2025**

SALARY : R216 417 - R254 928 per annum (Level 05)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant exposure/experience in a library environment. Competencies: Knowledge of the following: Computerised Library Management system (LIMS); Asset control; Skills in the following: Written and verbal communication; Computer skills in MS Office Package (Word, Excel, PowerPoint etc); Planning and organising; Interpersonal relations; Teamwork; Clerical skills.

DUTIES : Administrative support to the region and affiliated public libraries; Provide asset control support services; Provide personnel administration support services within the office; Provide financial administration support services in the regional office.

ENQUIRIES : Mr N Mxokozeli at Tel No: (021) 483 2286

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/141 : **ADMINISTRATION CLERK: LIBRARY SERVICE (BEAUFORT WEST) REF NO: CAS 06/2025**

SALARY : R216 417 - R254 928 per annum (Level 05)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant exposure/experience in a library environment. Competencies: Knowledge of the following: Computerised Library Management system (LIMS); Asset management. Skills in the following: Written and verbal communication; Computer skills in MS Office Package (Word, Excel, PowerPoint etc); Planning and organising; Interpersonal relations; Teamwork; Clerical skills.

DUTIES : Administrative support to the region and affiliated public libraries; Provide asset control support services; Provide personnel administration support services within the office; Provide financial administration support services in the regional office.

ENQUIRIES : Mr J Mbanga Tel No: (044) 814 1490

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/142 : **COMMUNITY SPORT COORDINATOR REF NO: CAS 08/2025**
(3-Year Contract in Overberg District)

SALARY : R216 417 - R254 928 per annum (Level 05)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 1 year experience in sport administration and club development; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Procurement processes (SCM); Club Development programme; Information management; Sport Federations and Sport Councils; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Report writing; Interpersonal; Ability to work independently and as part of a team

DUTIES : Maintain records of registered and supported leagues and clubs; Data collection; Provide support to federations that are in the Club Development Programme; Monitoring and reporting monthly and quarterly.

ENQUIRIES : Mr R Allies Tel No: (021) 483 9780

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

<u>POST 11/143</u>	:	<u>FINANCE CLERK: LIBRARY ADMINISTRATIVE SUPPORT SERVICES REF NO: CAS 09/2025</u>
<u>SALARY</u>	:	R216 417 - R254 928 per annum (Level 05)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification. Recommendation: Experience in a supply chain management environment. Competencies: A good understanding of the following: Financial Management; Public Finance Management; Supply Chain Management; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Placing of new orders on relevant computer system; Receiving and paying of library material; Completing payment advice; Capturing data information for payments on relevant computer system; Transfer records of orders from old financial year to new financial year; Deal with all telephone queries re. Library material ordered, problems with deliveries or invoices and the reinstating of orders; Control payment summary sheets against internal spread sheet; Keep monthly statistics of library material ordered; Assist as required with other staff duties on leave; Reconciliation of processing of payments; Filing and record keeping.
<u>ENQUIRIES</u>	:	Ms M Hendricks Tel No: (021) 483 2436
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 11/144</u>	:	<u>LIBRARY AID: SUPPLY CHAIN MANAGEMENT (LIBRARY ADMINISTRATIVE SUPPORT SERVICE) REF NO: CAS 12/2025</u>
<u>SALARY</u>	:	R131 265 – R154 626 per annum (Level 02)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Junior Certificate (Grade 10). Competencies: A good understanding in the following: Stock, stores, control measures; Skills needed: Communication skills (written and verbal); Computer literacy; Ability to work independently as well as part of a team; Numeracy and literacy.
<u>DUTIES</u>	:	Effective processing of goods delivered by suppliers: Receive goods and check amount against delivery note or invoice; Check for any damage or breakage of items received; Sign for receipt if correct; Report any discrepancies immediately; Open and unpack boxes; Verify the batch order numbers on invoice; Pack and store good delivered; Write date of receipt on the bin card; Issuing and maintenance of stock; Take items from shelves according to requisition; Place items on trolley according to the order for checking on collection; Notify departments to collect items and obtain signed delivery note as proof of receipt; Pack items requested for outside regions and take to the central store on the ground floor for easy loading; Report any shortages to the supervisor; Weekly checking of stock levels; Updating of bin cards; Inform supervisors in cases of low levels that need replacement; Keep work store neat and tidy.
<u>ENQUIRIES</u>	:	Ms M Hendricks Tel No: (021) 483 2436
<u>APPLICATIONS</u>	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2 Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3 Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
<u>POST 11/145</u>	:	<u>LIBRARY MATERIAL PROCESSOR: TECHNICAL SERVICES REF NO: CAS 13/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R131 265 – R154 626 per annum (Level 02)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	Junior Certificate (Grade 10). Recommendation: Experience in an assembly belt or factory environment. Competencies: A good understanding in the following:

Processing of books; Library and Information Management System; Skills needed: Communication skills (written and verbal); Computer literacy; Ability to work independently as well as part of a team; Numeracy and literacy.

DUTIES : Paste date slips; Affix spine labels; Cover the books; Enter records on the SLIMS database Dispatch the books using the library information management system; Dispatch the books to the various regions.

ENQUIRIES APPLICATIONS : Mr B Meyer Tel No: (021) 483 2441
To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);

Or 2 Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

Or 3 Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 11/146 : **LIBRARY MATERIAL PROCESSOR: TECHNICAL SERVICES REF NO: CAS 14/2025**

SALARY CENTRE REQUIREMENTS : R131 265 – R154 626 per annum (Level 02)
Department of Cultural Affairs and Sport, Western Cape Government
Junior Certificate (Grade 10). Competencies: A good understanding in the following: Stock, stores, control measures; Skills needed: Communication skills (written and verbal); Computer literacy; Numeracy and literacy.

DUTIES : Collect, count and check files of books in the stores; Paste packets and date slips to the books and submit master copy of completed list to machine room; Dispatch books to various regions; Ensure that books are boxed, weighed and submitted to courier; Ensure that spine labels are pasted on the books; Write and count titles after completion; Bar code, laminate books and record in file; Cover books, count the copies and record in file; Verify and search for information on the daily list by searching the SLIMS database before books are dispatched; Ensure that the dispatch of library materials are computerised; Enter item records on the SLIMS database.

ENQUIRIES APPLICATIONS : Ms M Hendricks Tel No: (021) 483 2436
To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);

Or 2 Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

Or 3 Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 14 April 2025

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by

the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, 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. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 11/147</u>	:	<u>DIRECTOR: SPATIAL PLANNING REF NO: EADP 02/2025)</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13)
<u>CENTRE</u>	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 as recognised by SAQA; A minimum of 5 years' experience at a middle/senior managerial level within the spatial planning or town and regional planning or development planning sector; Registration as a Professional Planner with SACPLAN. Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: Recommendation: A post-graduate degree (NQF 8 or higher) in Urban / Town / City and Regional Planning, or equivalent will be an added advantage. Competencies: Knowledge of the following: Specialist knowledge of the current international, national, provincial and municipal spatial planning & land use management governance frameworks (statutory and strategic) OR Development Planning governance frameworks, legislation, policies, strategies. Specialist knowledge of the theory and practice of regional, spatial / strategic spatial planning policy OR development planning and facilitation. Advanced knowledge of strategy development, strategy implementation and management and strategy monitoring and review processes, preferably in development planning. Advanced knowledge of monitoring, evaluation and reporting, preferably in the field of spatial planning performance management. Advanced knowledge of methodology and research trends regarding spatial / development planning. Knowledge of human resource management. Knowledge of modern systems of Public Sector financial management, governance and administration. Basic knowledge of the latest advances in management theory and practice. Knowledge of the South African policies of the government of the day and the policy formulation, implementation and monitoring processes utilized. Knowledge of global, regional, and local political, economic, and social affairs impacting on South Africa and the Western Cape. Knowledge of Constitutional, legal, intergovernmental relations and institutional arrangements governing the South Africa Public Sector. Skills in the following: Strategic Capability and Leadership: Systems thinking Conceptual Analytical/Critical thinking Research Programme and Project Management: Project management Planning and organising Numeracy Change Management & Values Based Development Financial Management: basic budgeting and accounting People management and empowerment: Team building Ability to work independently and as part of a team Inter-personal relations People management Communication, Report writing & Language skills (written and verbal) Basic legislative interpretation Computer literacy: Geospatial Information Systems, Data Analytics and Management Systems, MS Office Package (Word, Excel, PowerPoint etc.).
<u>DUTIES</u>	:	Line Management: Ensure the effective provision of provincial spatial planning and development services; Lead and manage the provision of spatial planning oversight, support and advisory services to municipal spatial planning in the province, and

provincial and regional spatial planning and implementation; Lead the Provincial participation in and support to National Spatial Planning. Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participation in the Chief Directorate, and Directorate's strategic planning process. Active involvement in the development and management of the strategic and business plans for the Directorate. To evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. To report to the Chief Director: Development Planning on a regular basis on the activities of the Directorate and on matters of substantial importance. To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Financial Management: Manage participation in the budgeting process at Directorate level. Ensure the preparation of the annual and adjustment budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Human Resource Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's strategic and business plans. Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Directorate.

ENQUIRIES : Ms F Mabusela Tel No: (021) 483 4666

DEPARTMENT OF HEALTH AND WELLNESS

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

NOTE : 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.

OTHER POSTS

POST 11/148 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (SUB-SPECIALTY: CRITICAL CARE)**

SALARY : Grade 1: R1 472 673 per annum
Grade 2: R1 680 780 per annum
Grade 3: R1 835 835 per annum
A portion of the package can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS : Red Cross Childrens War Memorial Hospital, Rondebosch
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Paediatric Critical Care. Registration with a Professional Council: Registration with the HPCSA as a Medical Sub-Specialist in Paediatric Critical Care. Experience: **Grade 1:** None after registration with the HPCSA as Medical Sub-Specialist in Paediatric Critical Care. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Sub-Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Sub-Specialist in Paediatric Critical Care. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Sub-Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Sub-Specialist in Paediatric Critical Care. Inherent requirement of the job: Post specialisation experience in Paediatric Intensive Care including peri-operative care of cardio-thoracic, neuro-surgical and trauma patients is essential. A valid driver's licence. Commuted overtime is compulsory 16 hours per week. Competencies (knowledge/skills): Good interpersonal and communication skills Ability to work under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team Proven Leadership abilities Experience in supervision of staff and students Proven knowledge/skills and experience in principles of service planning, organizing, implementation, monitoring and evaluation. Computer literacy.

DUTIES : Clinical Service Delivery: Within the PICU and 16 hours per week commuted overtime. Provide comprehensive, high-quality paediatric critical care clinical services.. Conduct ward rounds/ multidisciplinary clinical meetings, Morbidity and mortality meetings. Manage and effectively/efficiently use allocated resources. Effective and efficient administration of clinical services. Teaching: Undergraduate & post graduate students, nursing staff, rotating registrars / medical officers and senior registrars. Research:

Participation in existing and conducting new research projects within the department and stay abreast of clinical developments. Administration: Liaising with Hospital management and the Department of Paediatrics and Child Health.

- ENQUIRIES** : Dr Shamiel Salie: shamiel.salie@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 11 April 2025
- POST 11/149** : **MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Mitchells Plain District Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in General Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in General Surgery. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in General Surgery. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in General Surgery. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. Inherent requirements of the job: Commuted overtime is compulsory. Participate in the after-hours call system. Valid Driver's license. Competencies (knowledge/skills): Clinical and surgical competency in General Surgery. Ability to work in a high-volume clinic and surgical environment. Computer literacy, database knowledge, research experience, interest in data collection and analysis for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Experience in supervision and training of staff and students at under- and post-graduate levels.
- DUTIES** : Oversight of the Acute Care Surgery and Trauma Unit. Supervision and training of junior surgical staff. Participation in under- and post-graduate academic activities. Clinical service delivery in accordance with the needs of the Division of General Surgery.
- ENQUIRIES** : Dr J Marszalek Tel No: (021) 3774300
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 11 April 2025
- POST 11/150** : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum

A portion of the package can be structured according to the individual's personal needs.

<u>CENTRE REQUIREMENTS</u>	:	Paarl Regional Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Psychiatry. Registration with a Professional Council: Registration with the HPCSA as a Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Psychiatry (or recognised foreign Health Professional Council in respect of foreign qualified employees). Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Psychiatry (or recognised foreign Health Professional Council in respect of foreign qualified employees). Inherent requirement of the job: A valid (code B/EB/C1) driver's license. Communicate (verbal, read, write) Available and willing to participate in after-hours duties; if required. Competencies (knowledge/skills): Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff.
<u>DUTIES</u>	:	Provide specialist clinical services to inpatients and outpatients. Perform outreach services within the hospital catchment area. Management of relevant clinical governance, resource stewardship and administrative requirements. Leadership of a multi-disciplinary clinical team. Clinical teaching, training, and research.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr C Prinsloo Tel No: (021) 860 2500 or charl.prinsloo@westerncape.gov.za
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Chief Directorate: Rural Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/151</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY)</u>
<u>SALARY</u>	:	Grade 1: R1 271 901 per annum Grade 2: R1 451 214 per annum Grade 3: R1 680 780 per annum (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime). A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in General Surgery. Commuted overtime is compulsory. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in General Surgery. Inherent requirement of job: Commuted overtime is compulsory. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in General Surgery. Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in General Surgery. Grade 3: A minimum of 10 years' appropriate experience after registration with the HPCSA (or as recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in General Surgery. Competencies (knowledge/skills): Ability to work in a high-volume clinic and surgical environment. Clinical and surgical competency in General Surgery and Upper GI Surgery. Computer literacy and interest in data collection for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Experience in supervision and training of staff and students at under- and post-graduate levels.
<u>DUTIES</u>	:	General and Upper GI surgery specialist clinical service provision in the Groote Schuur Hospital Division of General Surgery (Upper GI Unit and Acute Care Surgery Unit) General Surgery specialist clinical services in the Division of General Surgery at the

		hospitals on the platform serviced by the division. Supervision and training of junior surgical staff. Participation in under- and post-graduate divisional activities.
<u>ENQUIRIES</u>	:	Prof L Cairncross Tel No: (021) 406- 6229
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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 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).
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/152</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R1 271 901 per annum Grade 2: R1 451 214 per annum Grade 3: R1 680 780 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with the Professional Council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Inherent requirements of the job: A valid (code B/EB/C1) driver's license. Available and willing to participate in after-hours duties, if required. 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. Competencies (knowledge/skills): Strong record of clinical expertise, clinical governance, research, teaching, and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training, and supervision of students, Registrars and Medical Staff.
<u>DUTIES</u>	:	Provide specialist clinical services to inpatients and outpatients. Perform outreach services within the hospital catchment area. Management of relevant clinical governance, resource stewardship and administrative requirements. Leadership of a multi-disciplinary clinical team. Clinical teaching, training, and research.
<u>ENQUIRIES</u>	:	Dr C Prinsloo Tel No: (021) 860-2500 or charl.prinsloo@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Chief Directorate: Rural Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/153</u>	:	<u>SENIOR REGISTRAR (PULMONOLOGY)</u> (2-Year Contract)
<u>SALARY</u>	:	R1 271 901 per annum. A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Groote Schuur Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Internal Medicine. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Effective and efficient administration. MMED and FCP (SA) qualifications. Clinical Skills required of a Medical Specialist Physician (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts). Knowledge appropriate for approach to investigations of common respiratory disorders. Communication including report generation, letter writing, consultation. Facilitation of management systems.
- DUTIES** : (key result areas/outputs): Clinical Governance and Administration. Clinical Service provision. Teaching and Training/Supervision of Junior Staff.
- ENQUIRIES** : Prof K Dheda Tel No: (021) 404 7654 or pat.wileman@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Grootte Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status) Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract.
- CLOSING DATE** : 11 April 2025
- POST 11/154** : **SENIOR REGISTRAR (SUB-SPECIALTY) PAEDIATRIC CARDIOLOGY**
(36-Month Contract)
- SALARY** : R1 271 901 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Red Cross War Memorial Children's Hospital, University of Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration with a Professions Council: Registration with the HPCSA as Medical Specialist in Paediatrics. Inherent requirements of the job: FCPaed and MMed (Paed) is a requirement. Must provide after-hours emergency services and participate in commuted overtime at 16-hours per week within the Department of Paediatrics and Child Health platform. A valid driver's license. Experience in general paediatrics at postgraduate level. Competencies (knowledge/skills): Good interpersonal, communication and teamwork skills. Ability to work under pressure and maintain a high standard of professionalism. Ability and willingness to supervise medical students and rotating registrars.
- DUTIES** : Clinical Service Delivery: Comprehensive Cardiology clinical care and service delivery in the Western Cape Paediatric Cardiology service outpatient and inpatient setting under the direction of specialist supervisors. After hours calls as for senior registrars in the Department of Paediatrics and Child Health (UCT) and responsible to the director of the registrar programme. Administration and management as may be necessary to maintain the efficient running of the ward or service to which currently attached. Teaching: Undergraduate students and junior staff. Case presentations, webinars and

academic meetings. Research: Involvement with existing research projects, clinical reviews, audits and clinical trials. The post holder is expected to conduct a research project towards producing a Master's (MPhil) thesis through UCT. Learning: Rotation through areas of Red Cross War Memorial Children's Hospital, Tygerberg Hospital and allied institutions. To acquire training in Paediatric Cardiology including completing the required training logbook and to successfully pass the College of Medicine of South Africa Fellowship in Paediatric Cardiology examination so as to enable certification as a paediatric cardiologist with the HPCSA.

ENQUIRIES : Dr G Comitis, George.comitis@uct.ac.za, Tel No: (021) 658-5111
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status) Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract.

CLOSING DATE : 11 April 2025

POST 11/155 : **MEDICAL OFFICER GRADE 2 TO 3 (OBSTETRICS)**
 Chief Directorate: Metro Health Services

SALARY : Grade 2: R1 082 988 per annum
 Grade 3: R1 253 415 per annum
 (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **-Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with 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. Registration with a Professional Council: Inherent requirements of the job: A Valid South African (Code B/EB) driver's licence. Participate in the after-hours call system. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care. Ability to work in a team and with all levels of staff. Experience to perform a Caesarean section safely and without supervision; with a minimum of 50 Caesarean

		Sections done independently in the last 5 years. Computer literacy Candidate obtained FCOG (SA) Part 1 or DipObst (SA).
<u>DUTIES</u>	:	Clinical triage and management of all non-acute and emergency O&G presentation to the Labour Suite at Mowbray Maternity Hospital. Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and midwives. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.
<u>ENQUIRIES</u>	:	Dr TA Horak Tel No: (021) 659 5579
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/156</u>	:	<u>REGISTRAR (MEDICAL) (GENERAL SURGERY) (X2 POSTS)</u> (5 Year Contract)
<u>SALARY</u>	:	R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's license. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. FCS part 1 as well as at least 2 years clinical experience in Surgery and/or Trauma. A current certificate of ATLS and Basic Surgical Skills course completed. Competencies (knowledge/skills): FCS part 2 and experience in research/publications. Effective leadership and interpersonal skills.
<u>DUTIES</u>	:	Provision of safe surgical care to patients. Peri-operative care of surgical patients. Participation in Intensive Care management. Learn the art and science of general surgery, trauma, and burn care. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. On-site after-hours duties relating to care of newly arriving acute patients as well as inpatients. Involvement in research/audits relating to surgery, trauma, and burn care.
<u>ENQUIRIES</u>	:	Mrs M Brand – mbran@sun.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	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 Stellenbosch University according to the yearbook and guidelines."
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/157</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (ORTHOPAEDICS)</u> Chief Directorate Rural Health Services
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Paarl Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a Professional Council: Registration with the HPCSA as independent 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 who is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Participate in the after-hours call system and perform outreach in the Paarl Hospital ecosystem. Competencies (knowledge/skills): Proven experience in principles of planning, organizing, and implementation. Proven knowledge of public health policies, clinical guidelines, and related prescripts to manage resources effectively. Strong managerial and supervisory skills are needed. Proven ability to safely manage an Orthopaedic ward and Orthopaedic emergencies independently. Proven ability to perform Orthopaedic trauma & elective theatre procedures. At least 24 months prior experience working in a dedicated level two Orthopaedic unit will be an advantage. Proven ability to manage non-acute Orthopaedic patients. Basic surgical skills (BSS) or Basic and Essential Surgical skills training (BESST) certification. Advanced Trauma Life Support (ATLS) certification. Completion of the AO Basic principles in fracture management. Completion of the CMSA Higher Diploma in Orthopaedics will be advantageous. Completion of the CMSA FC (Orth) Intermediate examination will be advantageous.
<u>DUTIES</u>	:	Ensure a safe, efficient, and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Paarl Health Ecosystem: Performing Orthopaedic elective and trauma procedures, including reduction & splinting of fractures/dislocations, application of cones calipers and reducing cervical facet dislocations; open fracture debridement & external fixation, arthrotomy for septic arthritis; fixation of long bone fractures etc. Managing patients with long term Orthopaedic Musculo-skeletal conditions in an outpatient setting. M&M audits & presentations. Ensure compliance by means of maintaining high quality and comprehensive clinical records. Comply with all the relevant administrative policies and prescripts of the Western Cape Department of Health and Wellness. Financial management by effective and efficient use of resources. Participate and clinical teaching and training activities. Participate in continuous professional development and improvement activities.
<u>ENQUIRIES</u>	:	Dr J van Dyk (email: Johannes.vanDyk@westerncape.gov.za , Tel No: (021) 860-2860
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Chief Directorate: Rural Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/158</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum

	:	A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Macassar Community Day Centre
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid Code B/EB driver's license. Willingness to do outreach services to clinics throughout the Khayelitsha/Eastern Sub-structure. Competencies (knowledge/skills): Knowledge of South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Computer literacy (MS Excel, Word, Outlook etc.) and good communication, good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Khayelitsha/Eastern Sub-structure, guiding health care colleagues in managing difficult PHC cases.
<u>DUTIES</u>	:	Provide quality outpatient care to patients in Khayelitsha/Eastern Sub-structure Primary Health Care facilities. Provide an outreach and support service to PHC facilities in the Khayelitsha/Eastern Sub-structure. Provide an efficient administration service regarding clinical and non-clinical matters. Relevant administration as required for Medical Legal purposes. Ensure a cost-effective service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Khayelitsha/Eastern Sub-structure facilities as required.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr M Witbooi Tel No: (021) 360 4386
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/159</u>	:	<u>REGISTRAR (MEDICAL) (FAMILY MEDICINE) (X2 POSTS)</u> Central Karoo District (4-Year Contract)
<u>SALARY</u>	:	R949 146 per annum, A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Professional Support Service Central Karoo District Office Central Karoo District (Stationed at Beaufort-West Hospital with associated Primary Health Care Centres and short training opportunities at George Regional Hospital as needed).
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: A valid (code B/EB) driver's license and

willingness to travel. Willingness to work overtime. Commuted overtime is compulsory. Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills. Good interpersonal and time-management skills.

DUTIES : Clinical service provision. Participate in the Teaching program. Research and Professional Development (incl. completion of MMED). Effective Clinical Administration in patient records and patient reports.

ENQUIRIES : Dr H Hendriks Tel No: (023) 414 - 8200

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

NOTE : No payment of any kind is required when applying for this post. Preference will be given to SA citizens/permanent residents with a valid identity document. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines." -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 for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Applications will also be considered for similar posts that becomes vacant in the Central Karoo District for a period of 3 months. All applicants are required to apply simultaneously to the relevant university when they submit their application. The links to the applications portals are as follows: Stellenbosch University: <http://www.sun.ac.za/english/maties/apply>. 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.

CLOSING DATE : 11 April 2025

POST 11/160 : **DENTIST GRADE 1 TO 3 (DENTAL MAXILLO FACIAL & ORAL SURGERY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R921 906 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Oral Health Centre, Tygerberg/Mitchell's Plain Platform
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a Professional Council: Registration with the HPCSA as Dentist. Experience: **Grade 1:** None after registration as Dentist with the HPCSA in respect of SA-qualified employees 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. **Grade 2:** Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. **Grade 3:** Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirements of the job: Valid Driver's license. Competencies (knowledge/skills): Special interest in the discipline of Maxillo Facial & Oral Surgery, including the medically compromised patients.

- DUTIES** : All assigned clinical cases as per duty/clinical roster, including clinical supervision. Undergraduate Maxillo Facial & Oral Surgery clinical teaching and training. Undergraduate research projects as well as Dept clinical research. Maxillo Facial & Oral Surgery patients records and administration. Teaching and Learning.
- ENQUIRIES** : Dr N Behardien Tel No: (021) 937-3081
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 11 April 2025
- POST 11/161** : **SOCIAL WORK MANAGER GRADE 1**
- SALARY** : R920 082 per annum, A portion of the package can be structured according to the individual's personal needs.
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: An appropriate Bachelor's degree or diploma or equivalent qualification that allows registration with the SACSSP as a Social Worker. Registration with a Professional Council: Registration with the SACSSP as a Social Worker. Experience: A minimum of 10 years of appropriate experience in social work after registration as a Social Worker with the SACSSP. Competencies (knowledge/skills): Excellent communication skills (written, verbal), advanced report writing and strong administrative skills. Good organisational, decision-making and conflict resolution skills. Strong leadership, motivational and interpersonal skills and ability to work in a team. Knowledge of national, provincial and institutional health delivery systems. Relevant and recognizable clinical, supervisory and managerial experience in a Social Work department in a tertiary hospital setting. Experience in teaching and/ or supervision of undergraduate Social Work students. Understanding of quality assurance and strong commitment to high service standards.
- DUTIES** : Management competencies including human and physical resource management, strategic and operational planning and implementation, as well as financial management. Maintain ethical standards and promote professional growth and staff development. Deliver a support service to the Allied Health Sciences Department of Groote Schuur Hospital. Represent Groote Schuur Hospital, Social Work department and Allied Health Professions at provincial and national platforms. Promote quality patient care through the setting, implementation and monitoring of standards. Manage add utilise staff, financial and physical resources effectively to ensure optimal operational functioning of the Social Work department. Co-ordinate and participate in the training of staff and students as well as promoting research with the Social Work department. Responsible for planning, managing, coordinating and maintaining an optimal Social Work service aligned with the strategic core business of Groote Schuur Hospital and the Western Cape Department of Health and Wellness.
- ENQUIRIES** : Mr L Naidoo - Lionel.Naidoo@westerncape.gov.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 11 April 2025
- POST 11/162** : **DEPUTY DIRECTOR: FINANCIAL MANAGER**
Directorate: Financial Accounting
- SALARY** : R849 702 per annum, (A portion of the package can be structured to the individual's personal needs).
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate 3- year Degree/ Diploma in Finance, Accounting, Audit or related field as recognized by SAQA. Experience: Appropriate management experience. Appropriate experience in compilation of AFS/ IFS in line with the Modified Cash Standards. Appropriate experience in financial management aspects, including auditing, AFS, accounting and budgeting. Appropriate experience in risk analysis and development of risk mitigating processes, such as development of

training interventions. Inherent requirements of the job: Valid (Code B/EB) manual driver's license. Willingness to travel and spend periods away from home. Ability to work under pressure and a high degree of accuracy. Competencies (knowledge/skills): Knowledge of accounting policies. Knowledge of computerised Management systems, finance and auditing. Good interpersonal skills. Good analytical skills. Advanced Computer Literacy. Presentation skills.

DUTIES : Manage the Annual Financial Statement and Audit Control processes of the Department. Training of officials i.r.o. compilation of AFS/ IFS information. Development and monitoring of audit improvement plans. Continuous enhancement of Financial Statement and audit processes to ensure positive audit outcomes. Analysis of financial information. 30-day payment reporting. Staff management.

ENQUIRIES : Mr A Small Tel No: (021) 483-6878

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

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

CLOSING DATE : 11 April 2025

POST 11/163 : **CLINICAL PSYCHOLOGIST GRADE 1 TO 3 (GENERAL CLINICAL SERVICE)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R827 211 per annum
Grade 2: R961 806 per annum
Grade 3: R1 113 600 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Brackengate Transitional Care Facility & Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Clinical Psychologist. Experience: **Grade 1:** None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist 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 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist 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 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist 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 and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions, must be abreast of the Mental Health Care Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. Computer literacy (i.e., MS Word, PowerPoint and Excel). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment and to work independently and in different clinical settings. Good communication skills.

DUTIES : Ensure that mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies. Ensure that quality mental health services are provided according to professional standards and ethical principles. Establish Referral pathways and coordination with all stakeholders. Inter-sectoral and inter-disciplinary collaboration and coordination. Provide supervision, mentoring and support to entire multidisciplinary team regarding mental health.

ENQUIRIES : Dr R Christoffels Tel No: (021) 834-5829

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

NOTE : The post is advertised on joint conditions of employment between the Western Cape Department of Health and the Department of Psychiatry and Mental Health (University of Cape Town). 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 candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/164</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDIC SURGERY) (5/8TH POST)</u>
<u>SALARY</u>	:	Grade 1: R794 937 per annum Grade 2: R907 008 per annum Grade 3: R1 050 489 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic Surgery. Registration with the professional Council: Registration with the HPCSA as a Medical Specialist in Orthopaedic Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Orthopaedic Surgery. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedic Surgery. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedic Surgery. Competencies (knowledge/skills): Ability to work in a high-volume clinic and surgical environment. Computer literacy and interest in data collection for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Experience in supervision and training of staff and students at under- and post-graduate levels. Clinical experience in Orthopaedic trauma and foot/ ankle surgery. Clinical and surgical competency in orthopaedic surgery.
<u>DUTIES</u>	:	Supervision and training of junior surgical staff. Participation in under- and post-graduate divisional activities. Orthopaedic trauma surgery specialist clinical service provision across the Western Metropole platform as service requirements dictate.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof RN Dunn Tel No: (021) 404-5108 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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 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).
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/165</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY AREA: THEATRE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Hope Street Oral Health Clinic, Southern Western Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre, Nursing. Registration with a Professional Council: Current registration with the SANC as Professional Nurse. Inherent requirements of the job: Willingness to relief across the Sub-structure as well as after hour call as needed Valid (Code B/EB) driver's license. Experience: A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Experience in an oral health setting would be an advantage. Competencies (knowledge/skills): Computer literacy (MS Office, Excel.) Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policy related

to the nursing specialty. Managerial experience. Knowledge of people and financial management Effective communication, interpersonal, good organizational leadership, decision-making and conflict resolution skills. Ability to function independently, as well as part of a multi-disciplinary team.

DUTIES : Strategic planning and Operational management of a health facility (Leadership, internal and external governance) Plan, co-ordinate and implementation of clinical services and maintain an optimal, specialized Nursing Care as an Operational Manager in theatre setting. Integrated services delivery in rendering comprehensive health to achieve the departmental objective. Effective management of Corporate Governance (People Management, Financial Management and Supply Chain Management), Responsible for Quality Management and Quality Assurance Health Strategy and Support (Information management, Pharmacy Services and laboratory services) Infrastructure and facilities management.

ENQUIRIES : Ms LM Appolis Tel No: (021) 202-0933/202-0883
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 11 April 2025

POST 11/166 : **ASSISTANT MANAGER NURSING (AREA) COMPREHENSIVE HEALTH PROGRAMMES/SERVICES (FACILITY BASED SERVICES)**
(Chief Directorate: Metro Health Services)

SALARY : R656 964 per annum

CENTRE : Southern/Western Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing (SANC) Council as Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Appropriate experience in health programmes: Maternal/Women/Child/Adolescent Health, Nutrition, HIV & TB Services. Appropriate financial planning and management experience. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): The ability to function independently and within a multi-disciplinary team. Knowledge of the District Health Services (DHS), Facility Based Services, Community Orientated Primary Health Care (COPC), Health Programme Policies and Guidelines. Good interpersonal, collaborative and leadership skills. Solid health information system/data management, analysis, and interpretation abilities. Computer literacy and good report writing skills.

DUTIES : Management and Implementation of Integrated Comprehensive Health Programmes/Services. Oversee the co-ordination and execution of various health initiatives, including Facility-Based Services. Priority service areas include Maternal, Women, Child, Adolescent Health, Nutrition, Disease Outbreak Response, HIV & TB Programmes. Enhance, Support and Strengthen the DHS, prioritize health services and promote community-orientated primary care. Effective Human Resources management to foster a skilled workforce. Ensure sustainable financial management of NPO funding and provincially earmarked resources. Monitoring and evaluation of priority service objectives, performance targets and indicators. Manage the implementation of continuous quality improvement initiatives to enhance service delivery and ensure compliance. Manage and co-ordinate training programmes in collaboration with the Human Resource Development and Training Department.

ENQUIRIES : Ms Y Cottee Tel No: (021) 202-0925
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 11 April 2025

POST 11/167 : **ASSISTANT MANAGER NURSING (AREA) COMPREHENSIVE HEALTH PROGRAMMES/SERVICES (COMMUNITY BASED SERVICES)**
(Chief Directorate: Metro Health Services)

SALARY : R656 964 per annum

CENTRE : Southern/Western Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African

Nursing (SANC) Council as Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Appropriate experience in health services: Community Based Services & HIV & TB services. Appropriate financial planning and management experience. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): The ability to function independently and within a multi-disciplinary team. Knowledge of the District Health Services (DHS), Community Based Services, Community Orientated Primary Health Care (COPC), Health Programme Policies and Guidelines. Good interpersonal, collaborative and leadership skills. Extensive knowledge of Financial Management environment and Health Service-related contract management. Solid health information system/data management, analysis, and interpretation abilities. Computer literacy and good report writing skills.

DUTIES : Management and Implementation of Integrated Comprehensive Health Programmes/Services. Oversee the co-ordination and execution of various health initiatives, including Community-Based Services. Priority service areas include Community Based Services, Wellness Services, Transitional Care Services and Mental Health Programmes. Enhance, Support and Strengthen the DHS, prioritize health services and promote community-orientated primary care. Effective Human Resources management to foster a skilled workforce. Ensure sustainable financial management of NPO funding and provincially earmarked resources. Monitoring and evaluation of priority service objectives, performance targets and indicators. Manage the implementation of continuous quality improvement initiatives to enhance service delivery and ensure compliance. Co-ordinate training programmes in collaboration with the Human Resource Development and Training Department.

ENQUIRIES : Ms Y Cottee Tel No: (021) 202-0925
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 April 2025

POST 11/168 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: INTERNAL MEDICINE WARD)**
 Directorate: Rural Health Services

SALARY : R520 560 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree) in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) in General Nursing. Registration with the professional Council: Registration with SANC as Professional Nurse. Inherent requirement of the job: A valid driver's license. Excellent verbal and written communication skills. Willingness to work shifts, public holidays, after-hours, and weekend cover for Nursing Management. Work night-duty on a planned schedule to relieve Night Nursing Managers. Deputising for the Assistant Manager Nursing. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Ability to communicate effectively both verbal and written. Basic computer literacy (MS Word, Excel, PowerPoint and Outlook). Knowledge and insight of nursing and other relevant legislation and policies relating to nursing in the public sector and their impact on service delivery. Ability to facilitate and promote quality patient care through setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team within a Functional Business Unit (FBU) structure. Effective interpersonal, leadership, organisational, decision-making, conflict resolution (labour relations and disciplinaries) and the ability to function under pressure.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality nursing service as an Operational Manager. Participative management and utilisation of human resources to fulfil operational and developmental functions in the areas. Manage and monitor financial resources of the clinical areas. Initiate and actively participate in training, development, and research, including quality training and implementation within the Nursing Division. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards, promote professional growth, self-development, including leadership skills and behaviours.

ENQUIRIES : Ms AL Solomons Tel No: (021) 860-2504 or Anthea.Solomons@westerncape.gov.za

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/169</u>	:	<u>OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL: POST NATAL)</u> (Chief Directorate: Rural Health Services)
<u>SALARY</u>	:	Grade 1: R520 560 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree) in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) in Professional Nurse and Midwife/Accoucheur. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, and weekend cover for Nursing Management. Work night-duty on a planned schedule to relieve Night Nursing Managers. Deputising for the Assistant Manager Nursing. Ability to communicate effectively (both written and verbal). Valid Code (B/EB) driver's license. Competencies (knowledge/skills): Ability to facilitate and promote quality patient care through setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team within a Functional Business Unit (FBU) structure. Basic computer literacy (MS Word, Excel, PowerPoint, and Outlook). Knowledge and insight of nursing- and other relevant legislation and policies relating to nursing in the public sector and their impact on service delivery. Effective interpersonal, strong leadership, organisational, decision-making, conflict resolution (labour relations and disciplinaries) and the ability to function under pressure.
<u>DUTIES</u>	:	The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality nursing service as an Operational Manager. Participative management and utilisation of human resources to fulfil operational and developmental functions in the areas. Manage and monitor financial resources of the clinical areas. Initiate and actively participate in training, development, and research, including quality training and implementation within the Nursing Division. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards, promote professional growth and self-development, including leadership skills and behaviours.
<u>ENQUIRIES</u>	:	Ms B. Fourie Tel No: (021) 860 2696/2522.
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/170</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OPD: ONCOLOGY)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Medical and Surgical Nursing Science: Oncological Nursing. 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 in Oncological Nursing science after obtaining the 1-year post-basic qualification in the relevant specialty. Registration with a professional council: Registration with the SANC as a Professional Nurse. Inherent requirements of the job: Willingness to work shifts, overtime, day and night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate to the oncology and chemotherapy clinics within the Paediatric outpatient department and General outpatient department. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Oncology and Outpatients' Department.

- DUTIES** : Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in an Oncology service. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self & others. Display of core values of the Department of Health WCG in the execution of duties.
- ENQUIRIES** : Ms CA Jansen van Vuuren Tel No: (044) 802-4582
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical. "Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Oncological Nursing with the South African Nursing Council." The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 11 April 2025
- POST 11/171** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: NEURO CLINIC)**
 Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
 Grade 2: R553 545 (PN-B2) per annum
- CENTRE** : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatry Nursing Science. Registration with a Professional Council: -Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet operational requirements. It will be required of the incumbent to rotate within the hospital.
- DUTIES** : Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal framework. Effective utilization of human, financial and physical resources (equipment and consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.
- ENQUIRIES** : Ms S Fredericks Tel No: (021) 940-4416
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a 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. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in Advanced Psychiatry. The pool of applicants will be considered for similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

POST 11/172 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. **Grade 2:** A minimum of 14 years' appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. At least 10 years referred to above must be appropriate/recognizable experience in Operating Theatre after obtaining the 1- year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends to meet the operational requirements. Competencies (knowledge/skills): Ability to communicate effectively (both written and verbal). Ability to function independantly, as well as in a multi-disciplinary team to ensure good patient care. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan organise and the service by analysing, problem, problem solving and decision making. Leadership towards the realisation of strategic goals and objectives of Intesive and High Care Unit. Valid Code (B/EB) driver's license. Computer literacy (MS Word, Excel, PowerPoint and Outlook).

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the specific specialty clinical area. Render and supervise specialized clinical nursing care and support clinical staff with procedures within the specific clinical specialty unit. Utilise human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG)on the execution of duties, while practicing within the legislation, regulations and protocols applicable to the public service.

ENQUIRIES : Ms E Smith Tel No: (021) 860 2839 or emily.smith@westerncape.gov.za

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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 in Medical and Surgical Nursing Science: Operating Theatre. The pool of applicants will be considered for similar vacant posts within Chief Directorate: Rural Health Services for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

POST 11/173 : **PROFESSIONAL NURSE GRADE 1 TO 2(SPECIALTY: CRITICAL CARE)**

SALARY : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Child Nursing Science or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the

specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: To work shifts and after-hours including weekends, public holidays and night duty. To rotate to other departments within the Critical Care unit. 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 lift and turn patients, 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 Critical Care units. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care of Critical Care patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting.

ENQUIRIES : Ms Smith Tel No: (021) 860 2839 or emily.smith@westerncape.gov
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical & Surgical Nursing Science: Critical Care Nursing: General. The pool of applicants will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

POST 11/174 : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: OBSTETRICS)**
(Chief Directorate: Rural Health Services)

SALARY : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. 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 Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Midwifery and Neonatology Nursing Science, after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Registration with SANC as a Professional Nurse. Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Computer literacy (MS Word, Excel, Power point and Outlook). Implement skills to plan and organise the service by problem solving and decision making. Leadership towards the realisation of strategic goals and objectives in the Obstetrics Department. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal).

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

- ENQUIRIES** : Ms B. Fourie Tel No: (021) 8602696/2522.
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatal Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within the Paarl Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 11 April 2025
- POST 11/175** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: INTENSIVE CARE)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Medical & Surgical Nursing Science: Critical Care: Child. 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 in Intensive /Critical care after obtaining the 1-year post-basic qualification in the relevant specialty. Registration with a professional council: Registration with the SANC as a Professional Nurse. Inherent requirements of the job: Willingness to work shifts, overtime, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills: Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Intensive and High care unit.
- DUTIES** : Use expert knowledge and skills to ensure quality appropriate adult and paediatric patient care is met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by providing effective direction, supervision and education of nursing personnel as a Professional Nurse in the Intensive/High-care unit, according to audits and appropriate data. Support the unit manager/Operational manager in the coordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
- ENQUIRIES** : Ms LK de Goede Tel No: (044) 802-4352
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical. "Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in: Medical & Surgical Nursing Science: Critical Care Nursing: Child with the South African Nursing Council." The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/176</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with 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 in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Competencies (knowledge/skills): Ability to communicate effectively (both written and verbal). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Knowledge of major incident disaster plan. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of Trauma and emergency centre. Skills to plan organise and the service by analysing, problem, problem solving and decision making. Leadership towards the realisation of strategic goals and objectives of Operating Theatre. Computer literacy (MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Render and supervise specialized clinical nursing care and support staff with surgical and medical procedures. Display of core values of the Department of Health & Wellness in the WCH. Ensure quality patient care regarding the identification of nursing needs, the planning & implementation of nursing care plans and the education of nursing personal as Professional Nurse in Trauma and emergency Centre. In the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service. Maintain & promote professional growth/ethical standards and development of self and others. Utilise human, material and physical resources efficiently and effectively
<u>ENQUIRIES</u>	:	E Smith Tel No: (021) 860 2839
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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 on health professionals who apply for the first time for registration in a post basic qualification in: Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. No payment of any kind is required when applying for this post. The pool of candidates will be considered for similar vacant posts within the Chief Directorate: Rural Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/177</u>	:	<u>ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance and Supply Chain Management. Inherent requirements of the job: Willingness to work after-hours when

required. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to meet needs and to recognise and respond to problematic matters. Good system management and numerical skills. Advanced computer skills in MS Office and practical workable knowledge of Logis, BAS, AR and Clinicom. Ability to work independently and part of a team. Ability to work under pressure.

DUTIES : Develop and maintain an effective, efficient, and economic supply chain management administration and service including the Warehouse. Manage efficient control of revenue & expenditure in accordance with the approved institutional budget. Ensure effective Asset Management of the Institution and Northern Tygerberg Sub Structure PHC Facilities. Ensure efficiencies in Patient Administration Efficient and effective management of components resources to achieve goals and objectives.

ENQUIRIES : Mr D Abrahams Tel No: (021) 834 5894

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

NOTE : The pool of applicants will be considered other similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from the date of advert. Candidates will be subjected to a practical/ written and oral assessment.

CLOSING DATE : 11 April 2025

POST 11/178 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION (EMPLOYEE PRACTICES AND POLICIES)**

SALARY : R444 036 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/ Degree. Experience: Appropriate supervisory experience in people management. Appropriate experience in personnel administration, employment practices and establishment control. Inherent requirements of the job: Valid driver's license (Code B/EB). Competencies (knowledge/skills): Good working knowledge and experience of PERSAL and the relevant functions. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Ability to provide training. Good communication skills (verbal and written). Sound knowledge of people management practices. Good interpersonal and conflict resolution skills.

DUTIES : Assist with the implementation and maintenance of policy documents/ circulars within the Hospital as well as training in this regard. Monitor and manage all transversal personnel practices such as ORW, E-disclosures and Incapacity management. Render assistance with employment practices and conditions of service within the Hospital. Conduct audit investigations and follow-up investigations and provide feedback on Auditor General Enquiries/ Action Plans. Assist with grievances and dispute resolutions with regards to personnel practices. Provide support in the processes pertaining to OD Investigation and Job Evaluation processes and establishment matters. Provide management support w.r.t the compilation and control of the personnel budget in conjunction with the Directorate Finance experience of the departmental APL process. Assist with the compilation of a HR Plan for the hospital and all matters related to this.

ENQUIRIES : Ms Z Tshiki Tel No: (021) 938 6500

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

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

CLOSING DATE : 11 April 2025

POST 11/179 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (INFRASTRUCTURE SOURCING)**

Directorate: Supply Chain Sourcing

Sub-directorate: Infrastructure Sourcing

SALARY : R444 036 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in procurement of built environment-related goods and services by means of commodity-driven sourcing strategies, in particular. Appropriate experience in executing procurement projects from needs analysis through to contract management stage. Appropriate experience in procurement processes prescribed by the Construction Industry Development Board. Appropriate experience in local built environment industry, incl. cost drivers, supply and demand, innovations, vendor landscape, etc.; and Human resource management. Inherent requirement of the job: Valid Code (B/EB) drivers license. Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical

skills and ability to assimilate detailed information. Commodity exposure across a range of FM services, ie. plumbing, electrical, general building and mechanical maintenance, HVAC, fabric repairs, etc. Demonstrate stakeholder engagement, influencing skills. Financial and commercial awareness. Proven experience managing complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills. Human resource management.

DUTIES : Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. End-to-end management of the sourcing process: drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department. Human resource management.

ENQUIRIES : Ms P Snell, email: Priscilla.Snell@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 11 April 2025

POST 11/180 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R515 785 per annum

CENTRE : New Beginning House, Stikland Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist. Minimum of 11-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as an Occupational Therapist. Minimum of 21-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Registration with a Professional Council: Registration with the HPCSA as an Occupational Therapist. Inherent requirements of the job: Valid driver's license. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts, policies and procedures. Understanding of evidence-based practice and knowledge of a PSR model in a Mental health environment. Able to function as part of a Multi-disciplinary team. Computer literacy.

DUTIES : Provide evidence-based Clinical Service within a Mental health setting in accordance with prescribed requirements and protocols. Conduct assessments and implement treatment plans within a transitional care unit. Independently conduct all administration related to clinical service delivery. Ensure effective resource management. Overseeing student training. Involvement in events and projects advocating for mental health services. Ensure continued professional development by staying abreast with developments within the profession.

ENQUIRIES : Ms R Engelbrecht Tel No: (021)910 5369
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/181</u>	:	<u>SPEECH THERAPIST GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	:	Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R514 785 per annum
<u>CENTRE</u>	:	Matzikama Sub-district: West Coast District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist or Speech Therapist and Audiologist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist or Speech Therapist and Audiologist. Experience: Grade 1: None after registration as Speech Therapist with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Speech Therapist with the HPCSA 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 Speech Therapist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as a Speech Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as a Speech Therapist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a Speech Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel to and render services at all fixed and satellite Clinics in the Sub-district Competencies (knowledge/skills): Good interpersonal, planning and organisational skills, and computer literacy (MS Office). Knowledge of applicable health legislation, relevant acts and policies. Ability to adapt and work efficiently in a resource-constrained environment.
<u>DUTIES</u>	:	Clinical speech therapy services at health facility level. Training. Rendering of a community-based speech therapy service. Admin duties – complete documentation of all services rendered.
<u>ENQUIRIES</u>	:	Dr JE Eygelaar Tel No: (027) 2134070
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application 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. Candidates will be subjected to both a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/182</u>	:	<u>SENIOR ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT</u> Central Karoo District
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in Supply Chain Management Environment within a health environment, that focuses on the Key Performance Areas of the Post, procurement of goods and services, warehouse management and asset management. Appropriate LOGIS and EPS experience. Appropriate supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook). Processing LOGIS payments.
<u>DUTIES</u>	:	Responsible for overall management of all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset and Disposal Management. Inventory control and warehouse management. System Management including ensuring system controller functions and approver duties on EPS. Accurate and timeous preparation of

reports and assist with the compilation of the Annual and Interim Financial Statements. Manage all people management-related functions within the component. Support supervisor in executing the hospital's strategic objectives.

ENQUIRIES : Ms IR Slabbert Tel No: (044) 802-4347
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.
CLOSING DATE : 11 April 2025
POST 11/183 : **CHIEF FORENSIC OFFICER**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R376 413 per annum
CENTRE : Forensic Pathology Services
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirement of the job: Valid Code B/EB driver's license. Ability to lift and with work corpses (mutilated, decomposed, infectious viruses, etc.). Experience: Appropriate extensive supervisory experience in a Forensic (Medico-legal) laboratory environment. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Knowledge of the WCDoH&W systems and policies and that of the SA Police and Criminal Justice system as it relates to medico-legal death investigations. Sound knowledge and understanding of legislation pertaining to Forensic Pathology Service and ethical issues in Forensic Pathology Service. Competent in numerical assessment, planning, forecasting, and checking (procurement, stores, claims, etc.). Ability to work under pressure, meet deadlines and solve complex problems in a multi-disciplinary team. Will be required to assist in the planning/training of major incident exercises as well as involvement in major incident roles. Will be required to investigate and gather evidence for Pathologist (statements, reports, hospital notes and folders). Will be required to work shift duties/office duties and overtime duties. Above-average computer and software literacy in at least MS Excel, MS PowerPoint and MS Word.

DUTIES : Optimal control of reports, specimens and photographs during and after the Forensic Mortuary process. An efficient support service to the Manager with regards to the management of Forensic Pathology Laboratory. Effective supervision of subordinates. Effective safekeeping and Disposal of Property of the Deceased and Exhibits. Effective and efficient management of moneys received.

ENQUIRIES : Mr Carl Gordon Tel No: (021) 831-5893
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisting candidate's will be subjected to a practical test and may be subjected to a psychometric test. Candidates will be subjected to a security clearance prior to appointment.
CLOSING DATE : 11 April 2025

POST 11/184 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R376 413 per annum
CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma /Degree in Human Resource related field. Inherent requirement of the job: Valid driver's license (Code B/EB) and willingness to travel. Experience: Appropriate experience in a supervisory capacity. Appropriate experience in Human Resource Management. 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. Leadership capabilities managerial and organisation skills. Appropriate planning and administration skills. Ability to analyse, interpret and apply legislation, policies and prescripts.

DUTIES : Monitoring control measures for all allowances. Ensure Audit Compliance. Financial Management. Appropriate utilization of overtime budget. Management of Registry services. Management of service benefits. Ensure efficient personnel administration for leave management. Effective Management of incapacity, Pilir applications and WCA. Ensure pension and audit compliance. Provide training, support and guidance to staff and line managers within the scope of profile. Effective management and development of subordinates.

ENQUIRIES : Ms C Acker Tel No: 021) 944-9202

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.
CLOSING DATE : 11 April 2025

POST 11/185 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Chief Directorate: Facilities and Infrastructure Management

SALARY : R376 413 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in public sector financial environment and relevant systems and on the Key Performance Areas (KRA's) of post. Inherent requirement of the job: Valid Code (EB/B) driver's license. Ability to travel and work overtime if required. Competencies (knowledge/skills): Knowledge and experience of working within the built environment sector. Excellent interpersonal skills and the ability to interact with a broad range of users. Ability to work co-operatively with colleagues and stakeholders at all levels and working independently. Advanced computer literacy (MS Excel and Word). Sound knowledge and experience in Supply Chain Management processes. Sound knowledge of and experience of Basic Accounting System (BAS). Ability to analyse information. Sound understanding of accounting principles. Sound knowledge of the PFMA, National and Provincial Treasury Regulations.

DUTIES : Extract relevant data from BAS and other relevant systems and evaluate financial and SCM performance within the Chief Directorate. Manage Interim/Annual Financial Statement reporting and A and L Accounts. Controlling of accounting entries and reporting on erroneous transactions. Monitoring of transfer payments, conditional grants and commitments. Manage the Supply Chain Function within the Chief Directorate. Ensure compliance with Accounting Officer System and Supply Chain Management Delegations. Assist with effective system implementation and Audit processes. Effective and Efficient document control systems. Rendering effective financial support and assistance to the Chief Directorate. Extensive experience in extracting information/reports from BAS and Vulindlela for analysis. Detection and correction of incorrect accounting entries, authorise payments/journals and ensure compliance. Application of accrual accounting principles to the extent required by accounting statements.

ENQUIRIES : Ms T September Tel No: (021)483-0890
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 April 2025

POST 11/186 : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES**

SALARY : R376 413 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National diploma or degree. Experience: Appropriate experience in Switchboard, Printing, Clerical Support, Medico Legal, Admin Registry. Inherent requirement of the job: Perform relief and standby duties availability after-hours, when necessary Competencies (knowledge/skills): Organisational, and leadership skills, strong people management and supervisory skills. Computer literacy (Microsoft Package). Ability to work co-operatively with colleagues and stakeholders at all levels and working independently. Ability to work under pressure.

DUTIES : Optimum utilisation and supervision of human and other resources within Support Services. Promote and maintain acceptable standards of quality of services delivered by the Support Service components (Switchboard/, Printing/, Clerical Support/, Medico Legal/ Admin Registry). Oversee the management of Residences and halls. Effective support to the ASD in the management of Human Resources in the component. Ensure timeous submission of statistical data, as well as collate and compile databases, rosters and monthly reports. Ensure timeous submission of statistical data, as well as collate and compile databases, rosters and monthly reports.

ENQUIRIES : Mr M Pass Tel No: (021) 404 6126
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 April 2025

- POST 11/187** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
(Chief Directorate: Rural Health Services)
- SALARY** : R376 413 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate supervisory experience. Appropriate experience in Human Resource Administration. Experience of the PERSAL System. Inherent requirement of the job: A valid code EB/B driver's license. Ability to work overtime if needed. Competencies (knowledge/skills): Knowledge of relevant Legislation. Working knowledge of all aspects regarding Human Resources. Good interpersonal and conflict resolution skills. Ability to function independently and within a team context. Leadership, organization, creative problem-solving and decision-making skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Be able to work accurate at a fast pace and under pressure.
- DUTIES** : Coordinate, implement and monitor the relevant policies, procedures, prescripts with regard to personnel, salary, pension, leave and administration in general as applicable in a staff office. Management of PERSAL functions. Ensure efficient and effective quality and risk management in HR, including audit compliance, databases and reports. Interpret and implement policies, regulations and procedures and provide an effective and efficient assistance and support to clients, personnel, management and supervisors. Manage and supervise of the general staff office with a very high workload, which are responsible for all personnel and related matters.
- ENQUIRIES** : Mrs EM Koopman Tel No: (023) 348 1102
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 11 April 2025
- POST 11/188** : **ARTISAN FOREMAN GRADE A TO B (ELECTRICAL)**
Chief Directorate Rural Health Services
- SALARY** : R362 130 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate Electrical Trade Test Certificate – Heavy current. Experience: 5 years' appropriate experience as an Artisan after obtaining the trade test certificate. Inherent requirements of the job: Valid code B/EB driver's license. Physically fit to perform duties. Work overtime should the need arise, day or night and perform standby duties. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act. (Act 85) Ability to fault-find and repair down to component level. Competent with hands-on practical work. Proven supervisory experience.
- DUTIES** : Control over equipment, tools, plant and materials and provide in service training to subordinates. General maintenance and repair of electrical items and equipment. Manage the control of tools, equipment and stock Ability to maintain mechanical and electrical installations. Assist with emergency breakdowns after hours. Effective supervision and training of subordinates. The ability to perform basic administrative duties and record-keeping. Do quality assurance on all maintenance and repair work performed, keep registers of all work done and maintain control of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Assist the Chief Artisan in ordering, procurement and control of maintenance material and equipment. Assist with the executing of engineering projects and manage all maintenance of plant and equipment in Hospital and service area.
- ENQUIRIES** : Mr G Abrahams or Gregory.Abrahams@westerncape.gov.za Tel No: (021) 860 2797
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will have to complete a practical test as part of the interview process
- CLOSING DATE** : 11 April 2025
- POST 11/189** : **CANDIDATE SCIENTIFIC TECHNICIAN (FORENSIC TOXICOLOGY)**
- SALARY** : R321 087 per annum
CENTRE : Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute
REQUIREMENTS : Minimum educational qualification: National Diploma in Science or relevant qualification. Registration with a Professional Council: Registration with SACNASP as

a Certificated Natural Scientist in training is compulsory upon appointment. Experience: No previous experience required. Inherent requirement of the job: Proficiency in scientific software and computer literacy. Basic laboratory skills, including biological sample preparation and equipment handling. Knowledge of safety protocols and compliance with laboratory standards. Competencies (knowledge/skills): Chromatography and mass spectrometry. Good laboratory practice (GLP) protocols. ISO 17025 standards of practice. Biological sample handling and sample preparation. Analytical chemistry principles. Data analysis and interpretation techniques. Legal compliance and regulatory standards. Research and scientific methodologies. Technical report writing and presentation skills. Accurate data collection and analysis. Effective problem solving and troubleshooting. Critical thinking and decision making.

DUTIES : Assist in the implementation of methodologies, policies, systems and procedures. Assist in development of databases, data management and subsequent analysis. Assist with research and development. Provide quality and technical support and recommendations/ advice. Assist with administrative and related functions.

ENQUIRIES : Bronwen Davies: Bronwen.davies@uct.ac.za / Tel No: (021) 406 6026.
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

POST 11/190 : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN**
 Chief Directorate: Metro Health Services

SALARY : R308 154 per annum
CENTRE : Karl Bremer Hospital, Bellville
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 (KRA's) of the post. Experience: Appropriate experience in Finance, Supply Chain Management and Transport. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime. Willingness to travel within the Sub-structure. Competencies (knowledge/skills): Knowledge of relevant legislation governing transport, finance and SCM. PFMA, National and Provincial Treasury Regulations and the Accounting Officer System for the Department of Health including delegations. Sound knowledge of transport and supply chain management processes. Good computer skills (MS Office, Excel and PowerPoint).

DUTIES : Manage the transport component of the NTSS. Assist with SCM and contract management functions relating to security matters and Monitoring & Evaluation. Ensure all functions are executed with the parameters of the governing legislation. Management of systems used to execute transport, finance and Supply Chain Management functions. Reports on transport and Supply Chain Management are submitted timeously on a regular basis. Supervision of staff, training of staff, and disciplinary matters.

ENQUIRIES : Ms L Nober Tel No: (021) 815-8856
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Shortlisted Candidates will be subjected to a practical/written and oral assessment.

CLOSING DATE : 11 April 2025

POST 11/191 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT & ASSETS)**
 Chief Directorate: Metro Health Services

SALARY : R308 154 per annum
CENTRE : Karl Bremer Hospital, Bellville

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject 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 in a buying capacity. Appropriate experience in procurement of goods and services, procurement processes and systems. Relevant experience of using the Electronic Procurement System (ePS) quotation tool, ESL, SEB, CSD, AVP and Logis. Appropriate experience in the Procurement Planning Management Toolkit. Appropriate supervisory experience in a Supply Chain Management and Asset Management environment. Appropriate experience in procurement processes relating to reviewing and approving SCM processes. Competencies (knowledge/skills): Computer skills in the MS Office package. Ability to function independently as well as in a multi-disciplinary team. Sound knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Accounting Officer System of the Department of Health and Wellness, Supply Chain Management delegations and instructions and other applicable policies. Sound theoretical knowledge of Supply Chain Management and Asset Management.
<u>DUTIES</u>	:	Procurement of Goods and Services whilst applying all relevant SCM prescripts and policies. Ensure Asset Management Unit account for all assets and ensure compliance in terms of barcoding, verification, scanning, reconciliation, and reporting of assets for the Northern Tygerberg Sub Structure. Supervise the overall and individual performance and develop staff within Supply Chain Management: Procurement and Asset Management. Assist supervisor with compilation of IFS/AFS and other monthly reporting. Manage all queries pertaining to procurement of goods and services and assets.
<u>ENQUIRIES</u>	:	Mrs J Davids Tel No: (021) 834 5893
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered other similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from the date of advert. Candidates will be subjected to a practical/ written and oral assessment.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/192</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Services Priorities Co-ordination, Communicable Diseases Control (CDC) Unit
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Senior Certificate or equivalent. Experience: Appropriate experience in administration pertaining to the health environment. Appropriate experience in data management. Appropriate experience in surveillance systems. Inherent requirements of the job: Willingness to work overtime when required. A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good verbal and written communication skills. Knowledge of the health environment and stakeholders. Computer literate (MS Word and MS Excel). Ability to work under pressure and to meet deadlines. Knowledge of the health environment and surveillance systems.
<u>DUTIES</u>	:	Optimal provision of administrative and technical support to the unit. -Timeous and correct capturing of programme/surveillance/ outbreak/research data; extraction; collation and management of data according to set targets/ deadlines and ensure high quality and accuracy of data. Ensure the effective flow of information and documents to and from the unit to the National Department of Health, National Institute for Communicable Diseases, districts, sub-districts and local authorities. -Filing / record-keeping / archiving of documentation (notification forms, case investigation forms etc.) for the unit. Submission of accurate professional operational and automated reports and minutes of meetings. Professional telephone call-management and networking with stakeholders; maintenance of the CDC stakeholder contact list and relevant information for all projects; and effective asset management.
<u>ENQUIRIES</u>	:	Ms C Lawrence Tel No: (021) 830 - 3727
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical.
<u>CLOSING DATE</u>	:	11 April 2025

<u>POST 11/193</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE ADMIN (ADMISSIONS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate supervisory experience Inherent requirement of the job: Willingness to perform overtime when required. Competencies (knowledge/skills): Computer literacy in Microsoft package (Word, Excel and Outlook). Knowledge and practical experience of Clinicom system. Computer literacy (MS Office: Word, Excel, PowerPoint, email) relevant knowledge, skills, and experience in processes, procedures, prescripts and legislative framework. Knowledge of Chapter 18 Fees Manual & Finance Instructions, UPFS Manual, Medical Schemes Act 131 OF 1998 as amended, Hospital Information Systems, ICD10 Coding, EDI Process etc. Knowledge an Ability to analyse and provide solutions to problems. Good interpersonal and organizational skills.
<u>DUTIES</u>	:	Support the management in executing the hospital's strategic objectives. Render and effective and efficient patient administration. Administrative support to staff, management & other departments. Compiling of statistics. Overall management of medical records. Supervisory functions pertaining to the Admissions and Record Management sections as well as planning, training and monitoring of staff, SPMS, and other HR-related duties. Attending meetings/ forums and being able to give feedback to staff.
<u>ENQUIRIES</u>	:	Ms C Dyini Tel No: (021) 799 1290 / Dyini.Chwayita@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/194</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: GENERAL FEMALE)</u> (Chief Directorate: Rural Health Services)
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independantly, as well as in a multi-disciplinary team to ensure good patient care Excellent communication skills (both written and verbal).
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms AL Solomons or anthea.solomons@westerncape.gov.za Tel No: (021) 860 2504
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Chief Directorate: Rural Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	11 April 2025

<u>POST 11/195</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC): GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R250 947 per annum Grade 2: R290 436 per annum Grade 3: R313 308 per annum
<u>CENTRE</u>	:	Morning Star CDC (X1 Post) Symphony Way CDC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic), (Institutional). Experience: Grade 1: None after registration as with the SAPC as a Pharmacist Assistant (Post- Basic). Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' relevant experience after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Registration with a Professional Council: Registration with the SAPC as a Pharmacist Assistant (Post-Basic), (Institutional). Inherent requirements of the job: Willingness to rotate within the Substructure when required. Competencies (knowledge/skills): Good computer literacy. Ability to work as part of a team or independently. Ability to work under pressure.
<u>DUTIES</u>	:	Assist with issuing of pharmaceutical products and ensure quality provision of Pharmaceutical Care, including prescription evaluation. Working under direct supervision of a pharmacist. Assistant with the control of stock by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with the support of chronic medication delivery. Assistant with the packing of pharmaceuticals products. Assistant with the control and distribution finished pharmacy products. Assist with the collation and organising of information for research purposes and any reasonable job-related requests within the scope of practice of the Pharmacist Assistant (Post-Basic).
<u>ENQUIRIES</u>	:	Ms L Rose-Benjamin Tel No: (021) 829 8330 for Morning Star CDC Ms. G Naude Tel No: (021) 204 9400 for Symphony Way CDC
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". -Pharmacist Assistants who do not comply with registration in the advertised category may apply on condition that registration in the required category is obtained within 12 months. The appointment will be subject to a 12-month probationary period. Should the employee not meet the conditions of their appointment within the agreed timeframes, the probationary period may be extended, or the employee may be dismissed. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/196</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (DENTAL PATIENT ADMINISTRATION)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of patient administration. Appropriate Clinicom experience. Competencies (knowledge/skills): Knowledge and experience in Clinicom and Accounts Receivable Systems, UPFS manual, Hospital Memorandum Chapter 18, PFMA (Public Finance Management Act) and BAS. Ability to understand and communicate effectively. Good interpersonal skills, the ability to maintain confidentiality and excellent communication skills (verbal and written). Computer literacy in MS Office package.
<u>DUTIES</u>	:	Ensure accurate assessment of patients according to the means test and billing of patient accounts, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS manual, Clinicom and Hospital Memorandum 18. Registration of new patients. Telephone enquiries. Filing and drawing of folders. Any ad-hoc admin duties.

ENQUIRIES : Ms C Paulsen Tel No: (021) 937-3047

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

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

POST 11/197 : **ADMINISTRATION CLERK: SUPPORT (NURSING)**
Directorate: Rural Health Services

SALARY : R216 417 per annum

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate (or equivalent). Experience: Appropriate Administrative experience in a healthcare environment. NIMS experience in a healthcare environment. Competencies (knowledge/skills): Ability to work under pressure and meet deadlines. Excellent typing skills, minute and Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Outlook Access). Knowledge of Teams and OneDrive would also be to your advantage.

DUTIES : Ensure an effective and efficient office administration and management within the Nursing Management Office. Deliver and effective and efficient office administration, reception and support to the Nurse Manager and affiliated managers and support services. Record engagements of senior management & arrange and management of meetings. Manage and maintain an effective and efficient Nursing data filing, recordkeeping services, which includes provision of accurate/ effective typing and data capturing of human resource documentation, nursing agency sheets, attendance of agency bookings and incident reports. Coordinate and assist with the preparation and processes of interviews, meetings and new nursing staff appointments in the department. Provide administrative support to nursing personnel, assist with queries and ensure effective and efficient communication. General administration duties, arranging of quarterly meetings. typing of quarterly reports, complete monthly and quarterly statistics. Provide administrative support to Nursing management.

ENQUIRIES : Ms AL Solomons Tel No: (021) 860-2504 or Anthea.Solomons@westerncape.gov.za

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

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

CLOSING DATE : 11 April 2025

POST 11/198 : **ADMINISTRATION CLERK: WARDS**
Chief Directorate: Metro Health Services

SALARY : R216 417 per annum

CENTRE : Eerste River Hospital, Khayelitsha Eastern Sub-structure

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in the health environment. Inherent requirements of the job: Willingness to work overtime when required. Ability to work day and night shifts, weekends and public holidays when required. Willingness to rotate in different departments within the Nursing Component. Competencies (knowledge/skills): Computer literacy (MS Word, MS Excel, Outlook). Ability to work in a team, work under pressure and provide excellent customer care. Good communication skills.

DUTIES : Manage patient admin processes according to DOH procedures for health information on Clinicom (Admissions, discharges, Transfer, Appointments, Death, ICD 10 coding). Manage all resources according to SCM procedures (Consumables and Assets). Provide support to multidisciplinary teams and wards (typing, filing, faxing and photocopying, email, statistics). Submit daily, weekly, and monthly statistics and reports and capture data. Perform administrative duties (arrange and attend meetings and take minutes).

ENQUIRIES : Ms MM Lumphondo Tel No: (021) 902-8057

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

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of the advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 11 April 2025

- POST 11/199** : **ADMINISTRATION CLERK: (FINANCE/ADMIN: CASHIER)**
Garden Route District
- SALARY** : R216 417 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or accountancy as a passed subject and/or a Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate cashier experience in the public sector. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy in Microsoft (Word, Excel and Outlook), attach proof or mention in CV. Ability to accept accountability and responsibility and to work independently and unsupervised. Appropriate knowledge in the handling of cash management and to prepare and analyse figures and amounts. Good verbal and written communication skills. Appropriate knowledge of the Basic Accounting System (BAS) and Public Finance Management Act and Treasury Regulations and Instructions.
- DUTIES** : Receiving and depositing of money. Doing the correct allocations on BAS and Clinicom, issue receipts, capture day end for deposits and deposit confirmations. File and safekeeping of documents. Clear matching reports (journals) and daily allocations to other Hospitals. Assist with monthly BAS/Clinicom reconciliation. Handling of all cashier-related enquiries.
- ENQUIRIES** : Mrs C Roman Tel No: (044) 302 7264
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment.
- CLOSING DATE** : 11 April 2025
- POST 11/200** : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : R216 417 per annum
CENTRE : Forensic Pathology Services
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) qualification. Experience: Appropriate typing experience. Appropriate Clinical administration experience. Inherent requirements of the job: Ability to type more than 60 words per minute. Competencies (knowledge/skills): Above-average ability to communicate clearly and discreetly in person and in writing. Ability to work under pressure. Dictaphone typing. Ability to collate and verify data accurately. -Good interpersonal and organizational skills. Ability to interpret and apply policies. Ability to accurately and effectively enter numerical data using the ten keys on a keyboard's numeric pad, including the decimal point and mathematical operators. Proficiency in Microsoft Office.
- DUTIES** : Effective and efficient typing of post-mortem reports. Effective and efficient administrative support to the Division: Forensic Pathology Service. Effective and efficient management of Forensic databases. Effective management of Forensic documentation.
- ENQUIRIES** : Mrs SD Williams Tel No: (021) 836 0963
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Shortlisted candidates will be subjected to a security clearance prior to appointment.
- CLOSING DATE** : 11 April 2025
- POST 11/201** : **ADMINISTRATION CLERK (FINANCE/ ADMIN)**
Garden Route District
- SALARY** : R216 417 per annum
CENTRE : Ladismith Hospital
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 (KPA's) of the post. Experience: Appropriate practical experience in a Hospital Fees and/or Patient Administration related environment. Inherent requirements of the job: Valid driver's license and willingness to travel. Willingness to work after hours when required. Competencies (knowledge/skills): Ability to meet and to recognize and respond to problematic matters. Good system management skills (Clinicom, AR, BAS and JAC). Advanced computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook).

DUTIES : Assist with Hospital Fees, Patient Administration and Medical Records Division, Release of Journals on BAS, Deposit Day Ends, and Deposit Confirmation of Monies Banked, Clinicom transactions and Accounts Receivable transactions. Submit Monthly Reports to District Office and Head Office on Hospital Fees/Revenue-related transactions with regard to in Year Monitoring, Revenue Action Plan, Billing and BAS Recon. Effectively Generate income, the management thereof and regular follow-ups. Render administrative Support to the division and Public.

ENQUIRIES : Mr R Mars Tel No: (044) 203 - 7204

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

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

CLOSING DATE : 11 April 2025

POST 11/202 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**

SALARY : R216 417 per annum

CENTRE : Red Cross Childrens War Memorial Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience Human Resources (i.e., Salary Administration, Service Conditions, Personnel Management, Exit Management and Recruitment and Selection). Appropriate PERSAL experience. Competencies (knowledge/skills): Knowledge of Human Resource legislation and policies. Ability to function effectively within a team environment with or without supervision. Ability to function effectively in a stressful environment with a heavy workload. Computer skills (i.e., MS Outlook, MS Excel, MS Word, MS PowerPoint and PERSAL). Aptitude for working with figures

DUTIES : Perform all Human Resource related functions within the HRM unit in conjunction with the AO: HRM. Processing of appointments, service terminations, PILIR, RWOEE, WCA and general service conditions, auditing of leave and personnel files, debt management, management of pay sheets and commuted overtime. Salary administration (i.e. salary determination, overtime, periodical and sessional payments) Assist with all telephonic and written queries related to People Management. Assist with Recruitment and Selection. Grading, OSD and non-OSD

ENQUIRIES : Ms. S Share Tel No: (021) 658-5476

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

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

CLOSING DATE : 11 April 2025

POST 11/203 : **ADMINISTRATION CLERK: SUPPORT (MEDICAL & ANCILIARY) (FUNCTIONAL BUSINESS UNIT: PAEDIATRICS)**
(Chief Directorate: Rural Health Services)

SALARY : R216 417 per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a health/patient environment. Inherent requirement of the job: Willingness to work overtime and relief in other departments as operational required. Competencies (knowledge/skills): Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines. Good computer (MS Word, Excel, Outlook) and numeracy skills. Knowledge of Clinicom and Logis. Ability to maintain confidentiality.

DUTIES : Perform patient administration and financial duties: completion of patient documentation (Clinicom) and filing of documents in accordance with the filing system of the Department. Perform general administration duties, e.g. record keeping of all medical & nursing personnel activities, typing, telephone duties and photocopying. Managing and ordering of stock on LOGIS and assist with assets. Deliver an effective admin support service to all members of the multi-disciplinary team

ENQUIRIES : Dr S Camp Tel No: (023) 348 1100 / Sr C Pieterse Tel No: (023) 348 1443

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

<u>POST 11/204</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as Enrolled Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse. Inherent requirement of the job: To work shifts and after-hours including weekends, public holidays and night duty. To rotate to other departments. Competencies (knowledge/skills): Ability to lift and turn patients, stand for long hours and lift heavy equipment. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Ability to interpret basic clinical signs and symptoms. Basic computer literacy.
<u>DUTIES</u>	:	Provide implementation of the nursing plan (clinical practice or quality patient care) under direct/indirect supervision of a Professional Nurse. Provide basic clinical nursing care. Practice nursing in accordance with the laws and regulations relevant to nursing. Maintain professional growth, ethical standards and self-development. Utilise human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms T Wulff Tel No: (021) 404 2109
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)" The pool of candidates will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/205</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	Khayelitsha Community Health Centre (X1 Post) KESS Mental PHC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration 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, shifts and do night duties. Willingness to rotate within the Sub Structure as per operational requirements. Competencies (knowledge/skills): Basic communication skills (both written and verbal). Ability to function as part of a team. Good human relations. The ability to render nursing care of an acceptable and safe standard.
<u>DUTIES</u>	:	Develop and implementation of basic patient care plans. Provide basic clinical nursing care. Effective health promotion and information to patient/client and community. Maintain professional growth/ethical standards and self- development.
<u>ENQUIRIES</u>	:	Ms. B. Gaji-Mbunge Tel No: (021) 360 5200
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the

first time for registration with the SANC (including individuals who must apply for change of registration status). The pool of applicants will be considered for similar vacant posts within Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

- CLOSING DATE** : 11 April 2025
- POST 11/206** : **FOOD SERVICES SUPERVISOR**
- SALARY** : R183 279 per annum
- CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch
- REQUIREMENTS** : Minimum educational qualification: Grade 9 (Std. 7) / General Education and Training Certificate (GETC). Experience: Appropriate hospital catering and food service experience. minimum 3 years. Experience supervising an industrial catering service. Experience in the preparation of breast milk supplementation in a sterile milk room environment. Inherent requirement of the job: Dress according to departmental specifications. Work a 10—hour day shift and weekend duties (1 in 2). Competencies (knowledge / skills): Familiar with Excell software. Previous positive leadership experience in Food Service. Understanding of the PGWC Food Service Policy and monitoring process. Knowledge of the Labour Relations Act and Occupational Health and Safety Act. Knowledge and/or experience of safe preparation of breast – milk substitutes in sterile milk room environment.
- DUTIES** : Supervision of FSA's in the correct receiving, storage, preparation, cooking and distribution of all types meals including meals for children, parents, special diets and external clients daily. Supervise the cleaning and the maintenance of the kitchen area and equipment and adhere to occupational safety standards. Assist with Human and Financial Resource Management (Responsible for subordinates quarterly SPMS reporting, training allocation, leave, discipline and also stock control of the kitchen). Preparation of breast milk substitutes in sterile environment using safety guidelines in the sterile environment. Communicate with Food Service Manager/Dietitian and feedback on any problems or recommendations.
- ENQUIRIES** : Ms M Coetzee Tel No: (021) 658-5407
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : It will be expected from shortlisted candidates to complete a practical test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 11 April 2025
- POST 11/207** : **NURSING ASSISTANT GRADE 1 TO 3**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R165 177 per annum
Grade 2: R192 675 per annum
Grade 3: R227 070 per annum
- CENTRE** : Elsies River CHC
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a 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. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, public holidays, night duty, after-hours and weekends. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Good communication skills and ability to communicate (written and verbal). Ability to work in a multi-disciplinary team. Enhance patient care through the implementation of SOP's, policies and guidelines.
- DUTIES** : Provide elementary clinical nursing care. Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility and elimination processes. Monitor patient vital signs and report any abnormal findings. Reporting on patient safety and adverse incidents. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
- ENQUIRIES** : Ms. JJ Heunis Tel No: (021) 931-0211
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. Candidates who are not

in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). The pool of applicants will be considered for other vacant Nursing Assistant within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/208</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X4 POSTS)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R277 070 per annum
<u>CENTRE</u>	:	Khayelitsha Community Health Centre Michael Mapongwana Community Day Centre Khayelitsha Eastern Sub Structure Office Nolungile Community Day Centre Khayelitsha Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None after registration with SANC as a Nursing Assistant. Grade 2: A Minimum of 10 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. Grade 3: A Minimum of 20 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, public holidays, night duty, after hours and weekends. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Ability to work in the multi-disciplinary team. Enhance patient care through the implementation of SOP's, policies and guidelines.
<u>DUTIES</u>	:	Provide elementary clinical nursing care. Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility, and elimination processes. Monitor patient vital signs and report any abnormal findings. Reporting on patient safety and adverse incidents. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
<u>ENQUIRIES</u>	:	Ms. B. Gaji-Mbunge Tel No: (021) 360-5200
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a practical/written and oral assessment. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). The pool of applicants will be considered for other vacant Nursing Assistant within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/209</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (WARD 10)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R277 070 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with SANC as a Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/ recognisable

experience in nursing after registration with the SANC as Nursing Assistant. Competencies (knowledge/skills): Knowledge of nursing care and procedures, nursing statutes, and other relevant legal frameworks. Must have good communication skills. Interpersonal skills.

DUTIES : Assist patients with activities of daily living. To observe patients' behaviour and actions in wards and in seclusion and provide elementary clinical nursing care. Maintain documentation and communication. Effective utilization of resources Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.

ENQUIRIES : Ms S Fredericks Tel No: (021) 940-4416
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

POST 11/210 : **NURSING ASSISTANT GRADE 1 TO 3**
 Chief Directorate: Rural Health Services

SALARY : Grade 1: R165 177 per annum
 Grade 2: R192 675 per annum
 Grade 3: R277 070 per annum

CENTRE : Paarl Regional Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows for registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable experience after registration with the SANC. Inherent requirements of the job: Ability to work under pressure. Willingness to work shifts, night duty, public holidays, after-hours, and weekend cover for nursing. Must be prepared to assist in all departments according to operational needs. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to communicate effectively (verbal and written). Ability to work in a multidisciplinary team-context. Enhance patient care through the implementation of SOP's, policies and guidelines.

DUTIES : Monitor patients' vital signs and report any abnormal findings. Provide bed- and pressure care to patients. Actively participating in in-service training interventions. Reporting on patient safety and adverse incidents.

ENQUIRIES : Ms AL Solomons Tel No: (021) 860 2504 or anthea.solomons@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Chief Directorate: Rural Health Services for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

POST 11/211 : **NURSING ASSISTANT GRADE 1 TO 3 (X5 POSTS)**

SALARY : Grade 1: R165 177 per annum
 Grade 2: R192 675 per annum

<u>CENTRE REQUIREMENTS</u>	:	Grade 3: R227 070 per annum Khayelitsha Eastern Sub Structure
<u>DUTIES</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/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 requirement of the job: Willingness to work shifts, public holidays, after hours, night duty and weekend cover for nursing. Willing to work overtime when needed. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting. Knowledge of Infection Prevention Control standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Assist patient with activities of daily living (physical care). Provide elementary clinical nursing care- checking of vital signs, operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures and prepare patient for diagnostic and surgical procedures. Effective record keeping of Nursing notes on patient folder and adhere to Infection Prevention Control practices. Advocate and ensure the promotion of nursing ethos and professionalism and maintain professional growth, ethical standards, and self- development. Provide basic education according to individual needs of patients and family upon discharge of the patient.
<u>NOTE</u>	:	Ms P Ncumani Tel No: (021) 360 4314 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Nursing Assistant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>POST 11/212</u>	:	11 April 2025
<u>SALARY CENTRE REQUIREMENTS</u>	:	<u>DRIVER (HEAVY DUTY VEHICLE)</u> Chief Directorate: Metro Health Services
<u>DUTIES</u>	:	R155 148 per annum Lentegeur Hospital
<u>ENQUIRIES APPLICATIONS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate driving experience. Inherent requirements of the job: Valid code C (Code 10) manual driver's license. Valid Public Driving Permit (PDP). Willingness to work overtime, perform standby duties after hours, including weekends and public holidays. Competencies (knowledge/skills): Ability to accept accountability, responsibility to work independently, good interpersonal skills and sober habits. Knowledge of Transport Regulations and Circular no 4 of 2000. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to work amongst people with disabilities/special mental healthcare needs.
<u>NOTE</u>	:	Ensure an efficient and effective transport service for Lentegeur Hospital, including transport of clients, personnel, goods and services. Ensure routine Maintenance, inspecting of vehicles and timely reporting of defects. Ensure an effective daily Transport Administration and support to Supervisor. Ensure vehicles are kept clean, tidy and roadworthy condition. Ensure correct collection and delivery of bloods and specimens.
<u>CLOSING DATE</u>	:	Ms AS Brandt Tel No: (021) 830 2704 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>POST 11/213</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to practical/written and oral assessment. The pool of applicants will be considered for similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>SALARY</u>	:	11 April 2025
<u>SALARY</u>	:	<u>SEAMSTRESS</u> R155 148 per annum

<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std 7). Inherent requirements of the job: To work overtime including weekends and Public Holidays. Experience: Appropriate experience in the operating of a sewing and overlocker machine. Competencies (knowledge/skills): Ability to work under pressure and perform physically demanding tasks. Ability to achieve and maintaining good interpersonal relations with staff and the service provider. Knowledge of and the ability to interpret the Western Cape Linen Management Policy. Knowledge of mending of torn or damaged hospital linen and knowledge of fabrics and fibers.
<u>DUTIES</u>	:	Effective and efficient manufacturing of hospital textile garments. Effective and efficient recycling of linen/garment/clothing items through mending, alteration and reproducing. Recording of linen and sewing related items. Effective stock and quality control of the sewing items as well as efficient storage, issuing and receipt of clean linen and other related items. Handling of soiled, infectious, infested and condemned linen. To perform relief duties within the hospital linen management department and filing duties.
<u>ENQUIRIES</u>	:	Ms P. Gudwana Tel No: (021) 404-5315
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/214</u>	:	<u>PORTER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R155 148 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic reading, writing and numerical skills. Inherent requirements of the job: Willingness to work overtime, shifts including nightshift, weekends and on public holidays. Must be prepared to handle corpses. Must be of sober habits. Experience: Appropriate porter experience in a hospital/health environment. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work under pressure. Willing to work in a team. Ability to perform tasks such as lifting patients from/onto beds trolleys and wheelchairs.
<u>DUTIES</u>	:	Accompany/assist and transport of patients via beds/trolley/wheelchairs between treatment areas. Assist with the loading of patients in/out of ambulances/vehicles. Carry medical and other documentation (patient files, reports, etc.) to wards/ treatment areas. Check, report and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment to and from rooms. Responsible for the maintenance of trolleys and wheelchairs (this includes cleaning and repairs). Assist with the transportation of corpses from wards and complete mortuary registers.
<u>ENQUIRIES</u>	:	Ms A Gonya Tel No: (021) 360-4412
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Porter post within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	11 April 2025
<u>POST 11/215</u>	:	<u>LINEN STORES ASSISTANT</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum Requirement: Basic numeracy and literacy. Experience: Appropriate experience in linen bank in a hospital environment. Inherent requirements of the job: Willingness to work overtime; e.g. after- working hours, weekends and public holidays when operational needs require. Physically fit and be able to hear and speak clearly. Perform hard physical tasks, e.g. pushing heavy linen trolleys to and from the linenbank and wards. Prepared to relieve in other sections of Support services Competencies (knowledge/skills): Perform basic routine tasks in the linen bank under supervision. Perform hard physical tasks, e.g. pushing heavy linen trolleys to and from the linenbank and wards. Ability to sort, sluice and count linen of dirty and fouled linen. Knowledge of stock and infection control.
<u>DUTIES</u>	:	Maintain a high standard of cleanliness, hygienic and safe environment. Provide a supporting service to the supervisor. Daily collection of dirty, fouled and infected linen (in bags) from wards to the linenbank. Delivering of clean linen to the wards. Daily sorting, counting and sluicing of dirty linen prior to transfer of linen to Central Laundry. Daily issuing, unpacking and checking of clean linen.

ENQUIRIES : Ms GP Storm Tel No: (021) 860-2844
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 April 2025

POST 11/216 : **CLEANER**
Overberg District

SALARY : R131 265 per annum
CENTRE : Barrydale CC, Swellendam Sub-district
REQUIREMENTS : Minimum requirements: Basic literacy and numeracy. Experience: Appropriate experience in a Health Environment. Appropriate experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Inherent requirements of the job: Willingness to rotate to other clinics. Ability to lift/move heavy equipment and supplies. Competencies (knowledge/skills): Good interpersonal relations and organisational skills. Good communication skills.

DUTIES : General cleaning and maintenance of cleaning equipment. Dust, sweep, polish, scrub and mop floors, passages furniture, emptying of dustbins and sorting of soiled linen according to correct cleaning procedures. Effective use of cleaning agents and stock. Responsible for general hygiene and safe environment. Handle cleaning equipment. Handle elementary stock control.

ENQUIRIES : Ms G Van der Westhuizen Tel No: (028) 514 8400
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post
CLOSING DATE : 11 April 2025

POST 11/217 : **DRIVER (LIGHT DUTY VEHICLE)**
Central Karoo District

SALARY : R131 265 per annum
CENTRE : Beaufort West Sub District PHC (Stationed at Beaufort West Hospital)
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in the transportation of personnel and goods. Inherent requirement of the job: Valid Code C driver's license. Valid Public Driving Permit (PDP). Willingness to work overtime and perform standby duties when required. Competencies (knowledge/skills): Ability to accept accountability, responsibility to work independently and good interpersonal skills. Knowledge of Transport Regulations and Circular no 4 of 2000. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills.

DUTIES : Transport goods, services, clients and personnel from one point to another. Ensure accurate and detailed completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to Departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Perform administrative and relieve duties when required or necessary.

ENQUIRIES : Ms A Hansen Tel No: (023) 414 - 8202
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Central Karoo District for a period of 3 months from date of advert.
CLOSING DATE : 11 April 2025

POST 11/218 : **DRIVER (LIGHT DUTY VEHICLE)**
Western Cape Health Warehouse

SALARY : R131 265 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience on transportation of passengers and goods in a health environment. Inherent requirements of the job: Valid (Code B/EB) driver's license. Valid Public Driving Permit (PDP). Work overtime as per needs requirement and perform standby duties, after hours, including weekends and public holidays. Competencies (knowledge/skills): Knowledge of the Transport Circular of 2000. Ability to accept accountability and responsibility and to work independently and unsupervised. Good

knowledge of road network in the Peninsula. Relief staff within the component when required. Safe driving skills. Must be of sober habits.

DUTIES : Daily transporting of official passengers, post, packages, goods and equipment as well as completion of Logbooks. Conduct routine maintenance, inspection of vehicles and timeously reporting of defects. Adhere to departmental codes and procedures. Perform routine administrative duties when required and respond to emergencies when necessary. Ensure that all vehicles are kept clean and tidy.

ENQUIRIES : Mr C Stuurman on Cameron.Stuurman@westerncape.gov.za

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

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

CLOSING DATE : 11 April 2025

POST 11/219 : **HOUSEHOLD AID**
Garden Route District

SALARY : R131 265 per annum

CENTRE : Mossel Bay 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: Willingness to work weekends, overtime, public holidays and night duty. The ability to do physical tasks and operate heavy duty cleaning and household equipment. Willingness to rotate in wards according to the needs of the service. Competencies (knowledge/skills): Basic knowledge of cleaning of equipment. Support to housekeeping supervisor and adhere to policies and cleaning practices. Appropriate knowledge of stock, assets, linen and equipment control.

DUTIES : Deliver an effective cleaning service such as dusting, washing, scrubbing, polishing, washing and refuse removal. 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 JA Mahlangu Tel No: (044) 604 - 6104

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

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. The pool of applicants will be considered for similar vacant posts within Mossel Bay Sub District for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

POST 11/220 : **GENERAL WORKER (STORES ASSISTANT) (SUPPLY CHAIN MANAGEMENT)**
Garden Route District

SALARY : R131 265 per annum

CENTRE : Knysna Hospital

REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in a warehouse environment. Appropriate experience in receiving and distribution of stock. Inherent requirement of the job: Valid Driver's license (Code B/EB). Physical ability to lift heavy boxes. Competencies (knowledge/skills): Good written and verbal communication skills.

DUTIES : Load and offload stock on the vans. Transport goods to and from different sections. Pack stock in boxes according to standards. Receipt of stock from bulk store. Prepare stock for courier distribution. Prepare stock for collection by demanders. Maintain hygiene in the area.

ENQUIRIES : Mrs A Rein Tel No: 044) 302 - 8468

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

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. The pool of applicants will be considered for similar vacant posts within Knysna/Bitou Sub District for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

POST 11/221 : **FOOD SERVICES AID**
Central Karoo District

SALARY : R131 265 per annum

CENTRE : Laingsburg Hospital

- REQUIREMENTS** : Minimum Requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in preparing patient meals in hospitals will be to your advantage. Inherent requirement of the job: Physically strong to lift heavy objects and be on their feet the entire day. Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good communication skills. Self-disciplined, motivated, sober habits, willingness to develop skills and undergo training. Ability to read, write and interpret recipes to prepare the meals to be served and be able to use an electronic kitchen scale. Appropriate knowledge of basic cleaning and maintenance of equipment used in the Food Service Unit.
- DUTIES** : Provision of food services, including pre-preparation & preparation of normal and special diets as well as dishing up and distribution of the meals. Assist with the receiving and storage of perishables and groceries. Implement & Control hygienic environment according to occupational health and safety prescripts including infection control. Maintenance of appliances and equipment. Assist with human resources development program for the unit.
- ENQUIRIES** : Ms C Bothma Tel No: (023) 814-2024
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
- CLOSING DATE** : 11 April 2025
- POST 11/222** : **DRIVER (LIGHT DUTY VEHICLE)**
Garden Route District
- SALARY** : R131 265 per annum
CENTRE : Garden Route District Office (Stationed at Mossel Bay Hospital)
REQUIREMENTS : Minimum Requirement: Basic literacy and numeracy. Experience: Appropriate experience in transportation of personnel and goods in health environment. Inherent requirement of the job: Valid code (C1/EC) (Code 8) driver's license. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties. Ability to handle heavy objects. Competencies (knowledge/skills): Good Communication skills. Appropriate knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised.
- DUTIES** : Daily transporting of official passengers, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products and carry medical and other documentation (patient files, reports, etc) to wards/treatment and other admin areas. Conduct routine maintenance and cleaning of Government vehicles and conduct routine inspection of vehicles and report defects. Assist with loading of patients in/out of ambulances/vehicles, to and from, beds, trolleys or wheelchairs and vice versa. Assist with the transportation of corpses from wards to the mortuary and entering details in the mortuary register. Relief staff within the Support Service component when required.
- ENQUIRIES** : Ms R Coetzee Tel No: (044) 604 – 6110
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. The pool of applicants will be considered for similar vacant posts within Mossel Bay Sub District for a period of 3 months from date of advert.
- CLOSING DATE** : 11 April 2025
- POST 11/223** : **FOOD SERVICE AID**
Chief Directorate: Rural Health Services
- SALARY** : R131 265 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a large-scale food service unit, which includes the operating of large-scale kitchen equipment as well as the preparation of normal and therapeutic diets. Inherent requirement of the job: Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Excellent health status – be able to work with cleaning materials, do high-dusting and lifting of heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends, public holidays and overtime if requested Competencies (knowledge/skills): The ability to prepare meals according to standardised recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.

- DUTIES** : Perform all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving of food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Assist with the receipt, safe storage and issuing of food provisions and other products. Assist with the informal in-service training of new employees.
- ENQUIRIES APPLICATIONS** : Mrs H Botha Tel No: (023) 348-1222
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 11 April 2025
- POST 11/224** : **MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS) (SESSIONAL) (20 SESSIONS)**
Chief Directorate: Metro Health Services
Contract until 31 March 2026
- SALARY** : Grade 1: R612 per hour
Grade 2: R698 per hour
Grade 3: R809 per hour
- CENTRE REQUIREMENTS** : Karl Bremer Hospital, Bellville
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Paediatrics. **Grade 2:** A minimum of 5 years appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Paediatrics. **Grade 3:** A minimum of 10 years appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatrics. Registration with a Professional Council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Inherent requirements of the job: Medical Specialist will be expected to do clinical work as per work schedule in the in or outpatient department. (20 sessions per week) Valid (Code B/EB) driver's license. Must be flexible to accommodate changes in the schedule and willing to perform outreach. Willingness to travel. Competencies (knowledge/skills): Appropriate experience in providing Paediatrics and neonatal services. Excellent clinical expertise and clinical governance. Excellent skills in teaching and training of undergraduate students, medical interns and medical officers. Good leadership, communication, interpersonal, analytical and problem-solving skills.
- DUTIES** : Clinical services- Provide a clinical service to in- and outpatients Clinical care coordination - Coordinate, plan and ensure adherence to and promotion of good clinical care outcomes for paediatric and neonatal patients. Clinical service administration- Assist with related clinical administrative tasks. Teaching and Training of undergraduate students, interns and medical officers in clinical areas.
- ENQUIRIES APPLICATIONS** : Dr C. Geldenhuys Tel No: (021) 918-1204
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Candidates will be subjected to a practical assessment. The pool of applicants will be considered for other Medical Specialists in Paediatrics posts within the Chief Directorate: Metro Health Services for a period of 3 months from the date of advert.
- CLOSING DATE** : 11 April 2025
- POST 11/225** : **MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRIC: HAEMATOLOGY/ONCOLOGY) (12 SESSIONS)**
(12-Month Contract)
- SALARY** : Grade 1: R457 per hour

<u>CENTRE REQUIREMENTS</u>	: Grade 2: R521 per hour : Grade 3: R603 per hour : Red Cross War Memorial Children's Hospital : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Applicants must have a valid APLS/ PALS certificate. Applicants must be willing to work morning shifts (8am to 12pm / 9am to 1pm) as required. Applicants must be willing to be flexible with workdays based on service requirements. Competencies (knowledge/skills): Ability to work in a professional team. Appropriate post-internship experience in general paediatrics under onsite supervision of a registered paediatrician. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Ability to provide a comprehensive paediatric service to Haematology/Oncology patients. Excellent report, clinical note and referral writing skills. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.
<u>DUTIES</u>	: Provide a high-quality clinical service to patients and their families. Mentor junior medical staff to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals, and students. Informal teaching and training of junior staff in the course of clinical work. Effective and efficient administration of clinical services. Clinical leadership in the workplace. Improve professional competence by regular self-learning and reflection with the application of current evidence.
<u>ENQUIRIES APPLICATIONS</u>	: Prof Alan Davidson Tel No: (021) 658-5185 or Email: alan.davidson@uct.ac.za : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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).
<u>CLOSING DATE</u>	: 11 April 2025
<u>POST 11/226</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS & GYNAECOLOGY) (SESSIONAL) (20 HOURS PER WEEK)</u> Chief Directorate: Rural Health Services (1 Year Contract)
<u>SALARY</u>	: Grade 1: R457 per hour : Grade 2: R521 per hour : Grade 3: R603 per hour
<u>CENTRE REQUIREMENTS</u>	: Worcester Regional Hospital : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as 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 who 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 requirement of the job: A valid (code B/EB) driver's license. Competencies knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

DUTIES : Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.

ENQUIRIES : Dr E Manefeldt Tel No: (023) 348-1100
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

POST 11/227 : **PROFESSIONAL NURSE (GENERAL - PHC) (24 SESSIONS)**
 (1 Year Contract)
 Garden Route District

SALARY : Grade 1: R208 per hour
 Grade 2: R248 per hour
 Grade 3: R248 per hour

CENTRE : Ladismith CDC and Vanwyksdorp Satellite Clinic
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. - **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Inherent requirements of the job: Willing to work in all Primary Health Care facilities e.g. Community Day Centers, Clinics, Satellite clinics and on Mobile Clinics. A valid (Code B/EB) driver's license and willing to drive a government vehicle. Willing to work overtime when needed. Competencies (knowledge/skills): Planning and organisational Skills. Self- discipline and motivation. The ability to function independently under pressure. Good communication skills. -Ability to work in a team across the service platforms.

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

ENQUIRIES : Ms S Labuschagne Tel No: (028) 551 -1010
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be requested to undertake practical test. Candidates who are not in possession of the stipulated registration requirement, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date of advert.

CLOSING DATE : 11 April 2025

DEPARTMENT OF INFRASTRUCTURE

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

CLOSING DATE : 14 April 2025

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 11/228 : **CHIEF QUANTITY SURVEYOR: EDUCATION INFRASTRUCTURE REF NO: DOI 26/2025**

SALARY : Grade A: R1 042 170 per annum, (all-inclusive salary package), (OSD as prescribed).
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate B-Degree in Quantity Survey or relevant qualification; A minimum of 6 years post qualification experience; Compulsory registration with South African Council of Quantity Surveying Professionals (SACQSP) as a professional Quantity Surveyor; A valid code B driving license. Competencies: Knowledge of the following: Contract documentation and administration, act/regulations of Occupation Health and Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislation; Programme/project management, research and planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment; Leadership, communication, organising and teamwork; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.

DUTIES : Quantity Surveying analysis effectiveness: Perform final review and approvals or audits on quantity survey procedures; Coordinate quantity surveying efforts and integration across disciplines to ensure seamless integration with current technology; Maintain quantity survey operational effectiveness: Manage the execution of quantity surveying strategy through the provision of appropriate structures, systems and resources; Set quantity survey standards, specifications and service levels according to organisational objectives to ensure optimum operational availability; Monitor quantity survey efficiencies according to organisational goals to direct or redirect quantity surveying services for the attainment of organisational objectives; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the quantity surveying environment/services; Manage the following: The operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Commercial added value of the discipline-related programmes and projects; Facilitate the compilation of Innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor and control expenditure according to budget to ensure efficient cashflow management; Governance: Allocate, monitor and control resources; Compile risk logs(database) and manage significant risk according to sound risk management practise and organisational requirements provide technical specialist services for the operation of quantity surveying related matters to minimise possible risks: Manage and implement knowledge sharing initiatives in support of individual development plans,

operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People Management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity surveying services according to organisational needs and requirements manage subordinate's key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Ms Jodie Thomas at Jodie.Thomas@westerncape.gov.za.

ENQUIRIES

POST 11/229

QUANTITY SURVEYOR (PRODUCTION LEVEL): HEALTH AND EDUCATION INFRASTRUCTURE REF NO. DOI 27/2025 (X2 POSTS)

SALARY

Grade A: R721 476 - R774 267 per annum
Grade B: R821 142 - R876018 per annum
Grade C: R925 146 - R1 084 368 per annum
(Salary will be determined based on post registration experience as per the OSD prescript)

CENTRE

Department of Infrastructure, Western Cape Government

REQUIREMENTS

An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with the South African Council of Quantity Survey Professionals (SACQSP) as a Professional Quantity Surveyor; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Technical: Programme and project management; Quantity Survey principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; creating high performance culture; Networking; Professional judgement. Generic: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES

Perform quantity surveying activities on buildings, structures or facilities; Co-ordinate professional teams on all aspects regarding quantity surveying; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration; Human capital development; Mentor, train and develop candidate quantity surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development; Continuous professional development according to council guidelines; Research/literature studies on quantity survey to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.

ENQUIRIES

Mr E du Plooy at Etienne.duPlooy@westerncape.gov.za

POST 11/230

ASSISTANT DIRECTOR: DISPOSAL MANAGEMENT REF NO: DOI 72/2024 R1

SALARY

R444 036 - R532 602 per annum (Level 09)

CENTRE

Department of Infrastructure, Western Cape Government

REQUIREMENTS

An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Accounting/ Supply Chain Management/ Commerce; A minimum of 3 years relevant experience in Finance/ Supply Chain Management/ Accounting/ Auditing. Recommendation: Relevant accounting experience and working knowledge of SCOA; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Accounting; SCOA; PFMA; Logistical Information System (LOGIS); Asset Management; Skills needed: Written and verbal communication; Proven computer literacy in MS Office package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Problem-solving and Decision-making.

DUTIES : Implement the asset management system, including the establishment and implementation of the Asset Management Unit and Departmental policies and procedures; Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget, and in consultation with Public Works where applicable; Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations; Develop asset needs assessment, acquisition management, operational and disposal plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register; Develop, implement and manage mechanisms to safeguard assets, prepare monthly reconciliation with supporting schedules for the asset registers to the relevant accounting records and resolve uncleared items; Prepare a business plan for the lifecycle of assets including an analysis of pricing options using lifecycle costs as well as recommendations on the most appropriate asset solution; Ensure compliance with relevant legislative, statutory, regulatory, and supervisory requirements towards the achievement of component projects and goals; Determine and communicate financial requirements to execute assigned deliverables; Human Resource Management.

ENQUIRIES : Mr C Matthyse Tel No: (021) 483 4636

POST 11/231 : **ASSISTANT DIRECTOR: CANDIDATE PROGRAMME AND PROFESSIONAL DEVELOPMENT REF NO: DOI 25/2025**

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/ Bachelor's degree (equivalent or higher qualification); A minimum of 3-years supervisory level experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Extensive knowledge and experience in Human Resources; Exposure to professional needs for training programmes and Performance Management; Knowledge and experience inroads engineering or related services; Experience in developing instructional and training programmes; Proven experience in written communication; Ability to collect data and assess program monitoring and evaluation activities; Strong interpersonal and communication skills; Strong leadership and coaching skills; Willingness and ability to travel regularly throughout the Western Cape. Competencies: Knowledge of the following; Public Finance Management Act (PFMA); Road and Transport Legislation and Policies; Skills Development frameworks; OSD on Engineering and Related occupations; Principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership techniques, production methods and coordination of people and resources; Political sciences and public policy; Relationship management; Communication (written and Verbal); Problem solving and decision making skills.

DUTIES : Manage and oversee the resources to ensure the achievement of component goals; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Determine and communicate financial requirements to execute assigned deliverables; Communicate and apply the Batho Pele concept in service delivery; Human Resource Management: Motivate, train and guide staff within the component to achieve and maintain excellence in service delivery; Manage information by applying tools and techniques to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration/collaboration across departments government spheres.

ENQUIRIES : Mr Michael Hendrickse Tel No: (021) 483 3107.

POST 11/232 : **CHIEF WORKS INSPECTOR: EDUCATION INFRASTRUCTURE AND HEALTH INFRASTRUCTURE (BUILDING) REF NO: DOI 34/2025 (X2 POSTS)**

SALARY : R376 413 - R443 403 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the building industry; or Registration as an Engineering Technician; A minimum of 3-years appropriate experience; A valid code B (or higher) driving license. Recommendation: Experience in the following: Preparation of specifications, plans and working drawings; Interpreting of Bill of Quantities (BOQ); Technical experience in the following: Building contracts and contract administration; Occupational health and safety act and regulations. Competencies: Knowledge and

understanding of the following: Facets of the construction industry and National Building Regulations; Construction regulations within the Occupational Health and Safety Act; Skills needed: Proven computer literacy; Report writing; Written and verbal communication.

DUTIES : Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administrative principles are applied to each project; Liaison with external service providers; Responsible for PERMIS, mentorship and development; Ensure socio-economic impact is maintained; Ensure that Facility Condition Assessments (FCAs), as per Government Immovable Assets Management Act (No.19 of 2007) are delivered consistently.

ENQUIRIES : Mr L Titus Tel No: (021) 483 5215.

POST 11/233 : **CHIEF WORKS INSPECTOR (MECHANICAL), HEALTH INFRASTRUCTURE REF NO: DOI 31/2025**

SALARY : R376 413 - R443 403 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years relevant experience; A valid code B (or higher) driving license. Recommendation: Experience in the following: Building construction on-site experience; Preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantities; Mechanical matters, familiar with contract administration, Occupational Health and Safety Act and relevant regulations. Competencies: Knowledge and understanding of the following: Facets of the construction industry and National Building Regulations; Latest SANS 1238:2005, 1287-1:2007, 1287-2:2007, 1424:2013, 10173:2003, 1744:2017 and SANS 10142 [Electrical wiring code], compilation of specifications and tender regulations; Skills needed: Proven computer literacy; Technical report writing; Written and verbal communication; Customer focus and responsiveness; Quality Management; Scope Change Management; Conflict Management; Problem solving and analysis; Planning and organising; Contract Management; Ability to work well within a team.

DUTIES : Deliver infrastructure maintenance, upgrading and minor new work of Health Facilities; Project management and administration in respect of scheduled and unscheduled maintenance works, executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications, and Bills of Quantities, analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of Health Facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

ENQUIRIES : Mr L Titus Tel No: (021) 483 5215

POST 11/234 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ROAD SYSTEM DEVELOPMENT REF NO: DOI 28/2025 (X5 POSTS)**

SALARY : Grade A: R371 253 - R396 522 per annum
 Grade B: R419 325 -R449 079 per annum
 Grade C: R472 812 - R556 080 per annum
 (Salary will be determined based on post registration experience as per OSD prescribed).

CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3-years relevant post qualification technical (Civil engineering) experience; A valid driving license (Code B or higher). Recommendation: Working knowledge or experience in the condition assessments of surfaced and gravel roads; Efficient skills in report writing and presenting; Willing to travel to sites and workaway from home; Efficient computer literacy and good working knowledge of MS Office suite. Competencies: Knowledge of the following: Geotechnical and pavement design of roads; Road infrastructure material; Technical support service knowledge in respect of material quality control and management for road and bridge construction; Legal compliance; As-built and standard specifications; Ability to solve broadly defined technological challenges through application of proven techniques and procedures; Communication(written and verbal);Interpersonal skills; People Management; Planning and organising; Record keeping; Problem solving; Change management.

DUTIES : Render technical services in line with qualification; Assist engineers, technologists and associates in the field; Provide and consolidate inputs to the technical / engineering operational plan; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Compile and submit reports as required; Develop, implement and maintain system databases; Liaise with relevant stakeholders on engineering related matters.

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

POST 11/235 : **PROJECT ADMINISTRATOR: EDUCATION INFRASTRUCTURE REF NO: DOI 29/2025**

SALARY CENTRE REQUIREMENTS : R308 154 - R362 994 per annum (Level 07)
 : Department of Infrastructure, Western Cape Government
 : 3-year National Diploma (B-Degree or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Administration rules and regulations; Departmental information systems (BAS, ECM, SITS); Proven computer literacy (MS Office); Organising and record keeping; Presentation and organisational skills; Communication (written and verbal) skills; Ability to work under pressure and meet deadlines; Able to work independently and in a team environment; Good leadership and motivational.

DUTIES : Timeous and accurate registration of all project information on the Project Management Information System; Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents; Perform quality reviews; Keep the Project Information Administrator fully up to date with all development and track and report on overall project progress; Produce minutes and agendas for project meetings; Assist with technical user support; Assist the Project/Programme Manager to implement new processes and procedures; Work closely with line, project and programme managers to provide project administration support throughout the project life cycle.

ENQUIRIES : Mr P Williams at Peter.Williams@westerncape.gov.za

POST 11/236 : **ADMINISTRATION CLERK: TECHNICAL ADMINISTRATION: HEALTH INFRASTRUCTURE REF NO: DOI 33/2025 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R216 417 - R254 928 per annum (Level 05)
 : Department of Infrastructure, Western Cape Government
 : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Computer literate. Competencies: A good understanding of the following: Administration rules and regulations; Departmental information systems (BAS, BIZ Project, My Content, SITS); Skills needed: Computer literacy (MS Word and Excel); Meet deadlines; Record keeping; Written and verbal communication; Ability to work under pressure; Ability to work independently and in a team.

DUTIES : Render administrative and reception assistance to professional staff regarding filing ,GG transport, telephone account and invoices; Assist with the ordering and issuing of stationery; Processing of payments; Compiling of claims; Assist with the copying, filing, faxing and scanning of documentation within component; Draft and type submissions, default letters, arrange meetings and agendas and taking of minutes and general correspondence; Data capturing; Relieve as secretary; Coordination of training requirements; Making travel arrangements.

ENQUIRIES : Mr P Williams at Peter.Williams@westerncape.gov.za

POST 11/237 : **ACCOUNTING CLERK: SALARIES REF NO: DOI 35/2025**

SALARY CENTRE REQUIREMENTS : R216 417 - R254 928 per annum (Level 05)
 : Department of Infrastructure, Western Cape Government
 : Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as passed subjects. Recommendation: Proven working knowledge/exposure in MS office packages (MS Word and Excel). Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislation, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Financial operating systems (PERSAL,BAS, LOGIS). Skills needed: Written and verbal communication; Proven computer literacy; Planning and Organising; Interpersonal; Decision making; Problem solving; Ability to work under pressure.

DUTIES : Reconcile and prepare payments& pay-over; Execute Standard Operating Procedures in relation to salary and expenditure; Report inability to comply with prescribed requirements; Ensure conformity of PFMA.

ENQUIRIES : Ms J Davids Tel No: (021) 483 4040.

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 14 April 2025

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 11/238 : **REGIONAL COORDINATOR: CDW MANAGEMENT: REGION B (WEST COAST)**
REF NO: LG 17/2025

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant Community Development Worker (CDW) experience. Recommendation: Community Development Learnership Certificate; Exposure to community liaising; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Presentation skills; Influencing skills; Motivational skills; Analysing skills.

DUTIES : To manage and supervise the staff performance management of teams of CDW's (between 20-40), people at levels 6 and 8 and to lead the team to perform effective functions within the communities and municipalities; To develop a Joint District Work Programmes taking into account the National, Provincial and Municipal programmes, and assist in resolving blockages to effective implementation work plans; To communicate with Municipalities, Government Departments and communities, and promote and enhance networks with other stakeholders in order to improve services delivery; Compile monthly reports and documents, as required, on progress, issues attended to, implement action taken and monitor outcomes; Co-ordinate, manage and monitor CDW's – HR, Admin and Records; Promote, enhance and accelerate community access to government services through information sessions, mobilisations and discussions; Deputise, and maintain regular contact with Deputy CDW Provincial managers and refer requiring strategic interventions or advice.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 11/239 : **REGIONAL COORDINATOR: CDW MANAGEMENT: REGION A (METRO 2, CITY OF CAPE TOWN) REF NO: LG 18/2025**

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant Community Development Worker (CDW) experience. Recommendation: Community Development Learnership Certificate; Exposure to community liaising; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Presentation skills; Influencing skills; Motivational skills; Analysing skills.

DUTIES : To manage and supervise the staff performance management of teams of CDW's (between 20-40), people at levels 6 and 8 and to lead the team to perform effective functions within the communities and municipalities; To develop a Joint District Work Programmes taking into account the National, Provincial and Municipal programmes, and assist in resolving blockages to effective implementation work plans; To communicate with Municipalities, Government Departments and communities, and promote and enhance networks with other stakeholders in order to improve services delivery; Compile monthly reports and documents, as required, on progress, issues attended to, implement action taken and monitor outcomes; Co-ordinate, manage and monitor CDW's – HR, Admin and Records; Promote, enhance and accelerate community access to government services through information sessions, mobilisations and discussions; Deputise, and maintain regular contact with Deputy CDW Provincial managers and refer requiring strategic interventions or advice.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 11/240 : **COMMUNITY DEVELOPMENT WORKER SUPERVISOR: CDW PROGRAMME (METRO 2 CITY OF CAPE TOWN) REF NO: LG 19/2025**

SALARY : R376 413 - R443 403 per annum (Level 08)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' relevant experience in community development; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Proof of voluntary work to the benefit of the community. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Applicable policies and service delivery orientation; Cognisant of the regulatory and compliance framework; Dynamics, culture and language of the target community; Government operations and procedures. Skills needed: Communication (Verbal and written); Computer literacy in MS Office; Literacy and numeracy; Presentation; Influencing; Motivation and analysing skills.

DUTIES : Develop the local work programme taking into account the National, Provincial and Municipal Programmes Competency; Liaise between Regional Manager, Municipalities as well as Government Departments (Provincial and National); Reporting and information management; Stay abreast on all services rendered by government and the processes and mechanisms to access the services; Supervise community development worker teams.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

POST 11/241 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING (BANKING) REF NO: LG 16/2025**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as passed subjects. Recommendation: Relevant experience in a financial environment. Competencies: A good understanding and knowledge of the following: Basic financial operating systems (such as BAS - Basic Accounting System); Financial accounting processes; Public Finance Management Act, National and Provincial Treasury Regulations, and other financial policies, prescripts and directives. Skills needed: Written and verbal communication; Proven computer literacy in MS Office Packages (Word, Excel, PowerPoint); Numeracy and accuracy; Working with people; Ability to work under pressure; Ability to work independently and as part of a team.
DUTIES : Banking; Petty cash and cashier duties; Maintenance of supplier's entity information/database on BAS (Basic Accounting System); Journals.
ENQUIRIES : Mr D Isaacs Tel No: (021) 483 9121

WESTERN CAPE MOBILITY DEPARTMENT

CLOSING DATE : 14 April 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 11/242 : **ASSISTANT DIRECTOR: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT REF NO: WCMD 16/2024**

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Western Cape Mobility Department
REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 3 years relevant supervisory level experience; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Mobility related systems and technology; Project management methodologies and procedures; Policy development and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Skills needed: Proven computer literacy; Written and verbal communication; Project management; Accounting, finance and audit; Planning and organising; Analytical; Report-writing; Presentation; Interpersonal; Problem solving.
DUTIES : Render support with the integration of the various mobility systems; Render support with the co-ordination and promotion of mobility related systems in collaboration with the relevant stakeholders, including land transport systems; Provide accurate and timeous departmental information to enable effective and efficient decision-making within the department; Managerial functions.
ENQUIRIES : Ms T Singh Tel No: (021) 483 5519
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/243 : **ASSISTANT DIRECTOR: ROAD SAFETY MANAGEMENT (WEST COAST) REF NO: WCMD 23/2025**

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Western Cape Mobility Department

<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Education, Communication, Public Relations, Project Management and Social Science; A minimum of 3 year's experience at supervisory level in a road safety management working environment or related fields; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Provisioning of traffic safety education; Planning and execution of road safety interventions; Creation of awareness and inform road users of traffic safety projects and road safety issues; Marketing of heavy-duty driver training assistance; Monitoring of services rendered by driver training schools; Project management; Operational management practices; Procurement and tendering processes; Public service procedures, processes and systems; Public finance, human resources and discourse management processes; Skills needed: Proven computer literacy; Written and verbal communication; Accounting, Finance and Audit; Planning; Organising; Analytical; Report-writing; Presentation; Inter-personal; Problem-solving; Supervisory; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office.
<u>DUTIES</u>	:	Oversee the planning of road safety education and awareness interventions in the West Coast Region; Ensure that the road safety targets are reached in the West Coast Region to enhance road safety and service delivery; Accounting for progress and performance; Competent asset stewardship; Managerial functions.
<u>ENQUIRIES</u>	:	Mr A Kafaar Tel No: (021) 911 2162 – extension 105
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 11/244</u>	:	<u>DEMAND ANALYST: SUPPLY CHAIN MANAGEMENT REF NO: WCMD 18/2025</u>
<u>SALARY</u>	:	R376 413 - R443 403 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape Mobility Department
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in a supply chain management working environment. Competencies: Knowledge of the following: Procurement and provisioning services; Broad Based Black Economic Empowerment Act; Preferential Procurement Policy Framework Act and its associated regulations, practice notes and circulars; Public Service Anti-corruption Strategy; Supply Chain Management Guide to Accounting Officers and Authorities; Public Finance Management Act (PFMA), 1999, National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Service; Relevant delegation frameworks, service level agreements, supplier management, contract management, strategic sourcing, departmental policies and procedures, government financial systems; Strategic sourcing process across broad range of commodities in a Goods and Services environment; Legal aspects in supply chain management and ability to draft heads of terms and input to SLA negotiations; Supply chain management AOS, Delegations; Labour Relations legislation and regulations; Performance management; Skills needed: Numeracy literacy; Proven computer literacy; Written and verbal communication; Project Management and Administration; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration.
<u>DUTIES</u>	:	Render support with the facilitation of demand planning for specific Mobility related commodities as well as products, services and equipment; Render support with the facilitation of acquisition management support; Render support with the facilitation of contract management support in the Department; Supervisory functions.
<u>ENQUIRIES</u>	:	Ms CK Davids Tel No: (021) 483 6019
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 11/245</u>	:	<u>ADMINISTRATIVE OFFICER (ICT AND SYSTEMS): SYSTEMS AND TECHNOLOGY REF NO: WCMD 17/2025</u>
<u>SALARY</u>	:	R308 154 - R362 994 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Mobility Department
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year experience in an administrative support working environment; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Organisational and management practices, policies and operational functioning of the Department; financial management, monitoring and reporting procedures and systems related to budget monitoring instrument, approved post list, expenditure commitment reports; General office administration and database management; General support systems such as BAS; Information and Record

Management/Administration; Administrative procedures and processes; Procurement processes; Computer-based information systems; Public Finance Management Act, 1999 (PFMA), National Treasury Regulations and Provincial Instructions; Skills needed: Proven computer literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Organising and planning; Problem solving.

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

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

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/246 : **SUPPLY CHAIN LIAISON OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: WCMD 19/2025**

SALARY : R308 154 - R362 994 per annum (Level 07)

CENTRE : Western Cape Mobility Department

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year experience in a supply chain management working environment. Competencies: Knowledge of the following: Procurement and provisioning services; Broad Based Black Economic Empowerment Act; Preferential Procurement Policy Framework Act and its associated regulations, practice notes, circulars; Public Service Ant-corruption Strategy; Supply Chain Management Guide to Accounting Officers and Authorities; Public Finance Management Act(PFMA), 1999, National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Service; Relevant delegation frameworks, service level agreements, supplier management, contract management, strategic sourcing, departmental policies and procedures, Government financial systems; Public sector supply chain management models and processes; Strategic sourcing process across broad range of commodities in a Goods and Services environment; Mobility procurement market; Contract management, including legal aspects in supply chain management and ability to draft heads of terms and input to SLA negotiation; Supply chain management AOS, Delegations; Skills needed: Proven computer literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Problem-solving; Report-writing; Analytical; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.

DUTIES : Render support to ensure collaboration with various suppliers and stakeholders to optimise procurement activities and streamline supply chain management processes; Acts as liaison nodal point between the Department and all external partners; Communication and cooperation; Reporting and Database Management; Supervisory functions.

ENQUIRIES : Ms AL Adams Tel No: (021) 483 6329

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/247 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: WCMD 27/2025**

SALARY : R308 154 - R362 994 per annum (Level 07)

CENTRE : Western Cape Mobility Department

REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 1-year experience in a financial accounting and/or management accounting working environment. Recommendation: Relevant experience in a financial accounting and/or management accounting working environment; Working knowledge of general information support systems such as PERSAL, LOGIS and BAS or similar systems. Competencies: Knowledge of the following: Legislative framework governing the Public Service; Departmental accounting services; Public Service financial legislation, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA),1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; General information support systems such as PERSAL, LOGIS and BAS; State accountant duties, practices as well as the ability to capture data, operate computer and collecting statistics; Working procedures in terms of the working environment; Project management; Public service procedures, processes and systems; Skills needed: Proven computer literacy; Written and verbal communication; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning and organising; Problem-solving; Report-writing; Record Keeping; Interpersonal Relations;

Flexibility; Teamwork; Accuracy; Aptitude of Figures; Ability to perform routine tasks; Ability to operate office equipment; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office.

DUTIES : Manage the claims recoverable and payables; Manage the clearance of balances in the assets and liabilities account and the adjustment journals for the Department; Manage the provision of asset and liability information for monthly; IYM reporting/financial statement reporting; Authorising claim payments; Authorising all receipts; Ensure that all cashier functions and duties are done; Manage and clear all suspense accounts in cash management section; Reconcile and clear all bank interfaces and exceptions; Manage and checking of daily cashflow; Checking and authorising revenue payment; Confirmation of payments over 1 million banking detail; Clear funds account and compiling confirmation of funds to Provincial Treasury; Manage, oversee and or authorise banking reconciliation monthly; Render support with the authorising of BAS journals; Render support with the reconciliations of licenses, permits registration and penalty fees; Ensure completeness and accuracy of financial information; Perform supervisory functions.

ENQUIRIES : Mr PS Marinus Tel No: (021) 483 5313
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/248 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: WCMD 21/2025**

SALARY : R216 417- R254 928 per annum (Level 05)
CENTRE : Western Cape Mobility Department
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as passed subjects. Recommendation: Experience in a financial accounting and/or management accounting working environment. Competencies: A good understanding of the following: financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Public Service Act, 1994, as amended; Basic Conditions of Employment Act, 1997; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Financial operating systems; Database Management; Information and Records Management; Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Planning and Organising; Recordkeeping; Problem-solving; Interpersonal Relations; Flexibility; Teamwork; Accuracy; Aptitude of Figures; Ability to perform routine tasks; Ability to operate office equipment.

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

ENQUIRIES : Mr PS Marinus Tel No: (021) 483 5313
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/249 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: WCMD 22/2025 (X2 POSTS)**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Western Cape Mobility Department
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as passed subjects. Recommendation: Experience in a financial accounting and/or management accounting working environment. Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Financial operating systems (PERSAL, BAS, LOGIS); Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Written and verbal communication; Proven computer literacy; Planning and Organising; Interpersonal Relations; Flexibility; Teamwork; Accuracy; Aptitude of Figures; Ability to perform routine tasks; Ability to operate office equipment.

DUTIES : Financial Accounting: Render financial accounting transactions; Receive invoices (e.g. payment vouchers and PERSAL claims); Check invoices for correctness, verification and approval (internal control); Process invoices(e.g. capture payments); Filing of all documents; Perform Bookkeeping support services; Capture all financial transactions; Clear ledger accounts; Compile journals; Provide payment office clerical support

services within the component; Render support with reporting responsibilities; Provide financial administration support services in the component.

ENQUIRIES : Ms A Matthews Tel No: (021) 483 2931
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 11/250 : **CLEANER: TRAFFIC SUPPORT SERVICES (BRACKENFELL) REF NO: WCMD 20/2025**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Competencies: A good understanding cleaning equipment; Good communication skills (written and verbal).

DUTIES : Provision of all cleaning services in the Directorate Traffic Law Enforcement (Brackenfell); Clean general kitchens; Cleaning the restrooms; Keep and maintain cleaning material and equipment; Set up venues for meetings and perform ad hoc tasks.

ENQUIRIES : Ms L Phillips Tel No: (021) 9831500
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2 Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3 Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY

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

CLOSING DATE : 14 April 2025

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 11/251 : **ADMINISTRATIVE OFFICER: WESTERN CAPE POLICE OMBUDSMAN REF NO: POCS 03/2025**

SALARY : R308 154 - R362 994 per annum (Level 07)
CENTRE : Department of Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 1-2 year post matric qualification (equivalent or higher); A minimum of 3 years relevant experience. Recommendation: Proficiency in technology and IT Systems. Competencies: Knowledge and understanding of the following: Public Service Legislation and procedures; Government protocol; Meeting protocol; Complex minute-taking; Financial administration (budget, procurement and SCM); Spheres of government; Departmental operational systems and procedures etc, LOGIS. Skills needed: Proven computer literacy; Communication (written and verbal) skills; Ability to function under rapidly changing and pressurized circumstances; Administration skills;

Time Management skills; Working with People; Following Instructions and Procedures; Writing and Reporting; Planning and Organizing; Delivering Results and Meeting Customer Expectations; Learning and Researching; Relating and Networking; Presenting and Communicating Information.

DUTIES : Render a secretariat/receptionist service to the Office of the WCPPO; Provide general administrative office support services; Provide financial and supply chain management support to the Office of the WCPPO; Render a registry and knowledge management service to the component.

ENQUIRIES : Ms G Isaacs Tel No: (021) 483 0669

POST 11/252 : **PERSONAL ASSISTANT: WESTERN CAPE POLICE OMBUDSMAN REF NO: POCS 04/2025**

SALARY : R308 154 - R362 994 per annum (Level 07)
CENTRE : Department of Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years' experience in rendering a support service to management/ senior management; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Proficiency in technology and IT Systems. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Administrative and Office Management; Technology and IT Systems. Skills needed: Proven computer literacy; Written and verbal communication; Language skills and the ability to communicate with people at different levels and from different backgrounds; Excellent telephone etiquette; Sound organisational skills; Good people skills; High level of reliability; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivation; Basic knowledge on financial administration.

DUTIES : Provide a secretarial/receptionist support service to the Ombudsman; Render administrative support services to the Ombudsman; Provide general office support; Adhoc duties; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.

ENQUIRIES : Ms G Isaacs Tel No: (021) 483 0669

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 14 April 2025

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, 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. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you

not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 11/253 : **DIRECTOR: CORPORATE LEGAL ADVISORY SERVICES (SOCIAL CLUSTER)**
REF NO: DOTP 26/2025

SALARY : R1 216 824 per annum (Level 13)
CENTRE : Department of Premier, Western Cape Government
REQUIREMENTS : A legal qualification at NQF level 7 as recognised by SAQA; A minimum of 5 years' experience at a middle/senior managerial level in a legal practice or legal department in the public or private sector. Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment. Competencies: Proven knowledge of: constitutional, legal and institutional arrangements governing the South African public sector; the South African legal system with a specific focus on Constitutional Law, Administrative Law and the Law of Contract; policies of the government of the day, with specific reference to the Provincial Strategic Plan; global, regional and local political, economic and social affairs impacting on the Western Cape Government; inter-governmental and international relations; people management and administrative systems and processes; and financial management processes. The ability to give independent advice on complex legal matters; The ability to brief and oversee the work of legal professionals; Excellent inter-personal skills; Excellent communication skills; Excellent negotiating and problem-solving skills; Outstanding planning, organising and people management skills; Access to and the ability to develop and maintain networks relevant to the task environment; Computer literacy skills. Recommendation_A LLB degree with admission as an advocate or attorney.

DUTIES : Line Management: Provide formal legal opinions and legal advice to the Provincial Executive and provincial departments in the social cluster (Health and Wellness, Education, Police Oversight and Community Safety, Environmental Affairs and Development Planning, Agriculture, Social Development, Cultural Affairs and Sport); Render advice to the Provincial Executive and provincial departments in the social cluster on correspondence of a legal technical nature. Ensure legally sound contracts. legal inputs on behalf of Members of the Provincial Executive and departments in internal and external forums. Verify the legal aspects in submissions to the Provincial Cabinet, Provincial Ministers and Heads of Department. Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participation in the Chief Directorate, and Directorate's strategic planning process. Active involvement in the development and management of the strategic and business plans for the Directorate. To evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. To report to the Chief Director: Legal Governance and Advisory Services on a regular basis on the activities of the Directorate and on matters of substantial importance. To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Financial Management: Manage participation in the budgeting process at Directorate level. Ensure the preparation of the annual and adjustment budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure Human Resource Management Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's strategic and business plans. Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Directorate.

ENQUIRIES : Adv. NJ Boshoff Tel No: (021) 483 3377

OTHER POSTS

POST 11/254 : **ASSISTANT DIRECTOR: TALENT SOURCING REF NO: DOTP 29/2025**
(3-Year Contract Period)

SALARY : R444 036 - R532 602 per annum (Level 09), plus 37% in lieu of service benefits
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Appropriate 3-year National Diploma majoring in HRM or a B-Degree in Industrial Psychology with a minimum of 3-years' supervisory experience in a Recruitment and Selection environment at a administrator/recruiter level. A valid code B driving license. Recommendation: Experience with technical recruiting which includes e-Recruit support, competency-based recruitment processes and the administrative processes

which is associated with these tasks; Advising senior and executive management on the recruitment and selection process and best talent. Proven candidate sourcing skills; Proven experience in complex data management; Direct liaison with media and recruitment agencies w.r.t advertising of vacancies; Supervision of staff; Willingness to work longer hours in line with print media publication times. Consulting with various stakeholders on different management levels. Competencies: General knowledge of various employment laws and practices; In-depth knowledge Recruitment prescripts (legislation and policy documents); The following skills: Excellent interpersonal and coaching; Database development management and reporting; Supervisory; Consultative and effective Problem solving; Effective oral and written communication. Ability to gather and analyse information; Ability to work under pressure and meet deadlines.

DUTIES : Quality control of all operational work; Project Management control and allocation of tasks; Ensure the publication of advertisements in various media; Facilitate the compilation of advertisements and pre-selection questionnaires and provide training/workshops on Talent Sourcing, e-recruit and reporting; Ensure that bulletins are published as per schedule; Ensure that advertisements are published in DPSSA, media and e-recruit platform; Communicate with service providers regarding advertising standards, response handling enquiries, and participate in the creation of specifications; Handling complex inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, competency-based recruitment practices, inclusive of shortlisting, interviewing and verification's (personnel suitability checks) and the appointment decisions, as well as the issuing of employment offers; Facilitate audit processes; Ensure recruitment and selection data integrity and report on any irregularities; Manage staff and report on the unit's performance.

ENQUIRIES : Mr F Gerber Tel No: (021) 483 6028

POST 11/255 : **TALENT SOURCING OFFICER: RECRUITMENT AND SELECTION REF NO: DOTP 28/2025 (X3-POSTS)**
(3-Year Contract Period)

SALARY : R308 154 - R362 994 per annum (Level 07), plus 37% in lieu of service benefits
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma (or higher qualification) majoring in Human Resource Management or B-Degree (or higher qualification) in Industrial Psychology; A minimum of 3 year's experience in a Recruitment and Selection environment, A valid code B driving license. Recommendation: Experience in the following: Online recruitment system and providing a support function; Competency-based recruitment and selection and the administrative processes which is associated with these tasks; Candidate sourcing across various professions and platforms and consultative; Data management; Advising Senior and Executive management on the recruitment and selection processes and best talent; Willingness to work longer hours and travel when required, A valid code B driving License. Competencies: Knowledge of the following: Competency based recruitment processes, inclusive of head-hunting processes; Shortlisting and interview processes; Public service / government policies; Competency Based Recruitment; Online recruitment systems; Database management. Skills in the following: Communication (verbal and written); Monitoring, evaluation and reporting; Presentation; Consultative and effective Problem solving; Research; Networking working with people and ability to meet customer expectations; Computer literacy.

DUTIES : Responsible for drafting of vacancy advertisements which includes application questionnaires in consultation with client departments; Liaising with various service providers (Media/e-Recruit and Response Handling); Identify, address and resolve selection delays; Facilitate and advise on the compiling of shortlists; Create competency-based interview questions; Responsible for logistical arrangements for interviews; Finalise interview processes through competency assessments/proficiency tests and nominations; Maintenance of the recruitment and selection database and reporting on delays; Execute high standard of quality in all operational work; Dealing with inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, inclusive of shortlisting, interview processes and verification's (personnel suitability checks) and the appointment decision, as well as the issuing of employment offers; Communication across various levels regarding e-recruit processes.

ENQUIRIES : Mr F Gerber Tel No: (021) 483 6028

POST 11/256 : **REGISTRY CLERK: PEOPLE MANAGEMENT RECORDS REF NO: DOTP 27/2025**

SALARY : R216 417 per annum (Level 05)

CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) Recommendation: Registry environment experience; Ability to do physically demanding work within a registry environment. Competencies: Knowledge of the following: Relevant legislation and regulations relating to registry functions; The storage and retrieval procedures in terms of the Registry working environment; Registry duties and practices; Record-keeping procedures; Communication (written and verbal) skills; Proven computer literacy skills in MS Office; Excellent customer service skills; Must be able to meet the physical demands of the job.

DUTIES : Responsible for the safe-keeping of all official documents, and the proper filing of records which includes the classification, neat and correct placing of material in files; Issue and receive files (individual file requests and bulk file requests) using a document tracking system, to clients as requested; Responsible for file transfers into and out of the Corporate Services Centre; Process documents for archiving and disposal; Provide a Registry counter service; Assist with the document control function; The receipt, opening and sorting of post; Dispatch of outgoing post; Provide general support services to the registry; Scanning of documents into electronic system.

ENQUIRIES : Mr L Gqoboka Tel No: (021) 483 4707

PROVINCIAL TREASURY

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

CLOSING DATE : 14 April 2025

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 11/257 : **ASSISTANT DIRECTOR: POLICY, MONITORING AND EVALUATION REF NO: PT 04/2025**

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Commerce, SCM or public administration; A minimum of 3 year's experience in supply chain management, A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Developing and implementing policies and prescripts; Conducting compliance to policies and prescripts assessment. Competencies: Knowledge of the following: Public sector supply chain management legislation, policies and procedures; Business intelligence analytic capability; Research and reporting procedures; Skills needed: Communication (written and verbal); Writing and reporting; Analysing; Presenting and communicating information; Learning and researching; Applying expertise and technology.

DUTIES : Develop, review and continuously improve supply chain management policies, strategies, systems, best practices, norms and standards; Provide advice, guidance and support on implementation of supply chain management policy, norms and standards; Establish supply chain management governance mechanisms and enforce compliance; Monitor and enforce compliance; Monitor, evaluate and report on supply chain management system and supplier performance.

ENQUIRIES : Ms Lee-Anne Cupido Tel No: (021) 483 5486

POST 11/258 : **ASSISTANT DIRECTOR (PUBLIC PRIVATE PARTNERSHIP ANALYST) REF NO: PT 39/2024 R1**

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Finance, Economics, Commerce or Built Environment; A minimum of 5 years relevant functional

experience in monitoring infrastructure projects/ programmes; A valid (Code B or higher driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public service policies and procedures; Functioning of National/ Provincial as well as Local Government; Financial Management; Working knowledge of Treasury Regulation 16 and National Treasury's PPP Manual / National Treasury's Municipal Service Delivery and PPP Guidelines; Project Management; Written and verbal communication skills; Proven computer literacy (MS Office).

- DUTIES** : Conduct assessment of potential PPP infrastructure projects; Provide support in the implementation of PPP infrastructure projects; Analyses restructuring projects and feasibility studies; Provide technical assistance, support and advice for PPP infrastructure projects; Monitor compliance with relevant regulations governing PPP's.
- ENQUIRIES** : Ms C Cloete Tel No: (021) 483 6862
- POST 11/259** : **ADMINISTRATIVE OFFICER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 05/2025 (X2 POSTS)**
- SALARY** : R308 154 - R362 994 per annum (Level 07)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Financial Management, Accounting, Information Systems or Business Management; A minimum of 3years experience in financial systems. Recommendation: Enhancement of data support and quality using Power BI for visualisation for insights. Competencies: Knowledge of the following: Financial systems; Administration; Strategic planning and organising skills; Communication skills (written and verbal); Proven computer literacy.
- DUTIES** : Assist departments with enquiries pertaining to financial systems; Assist with investigation of discrepancies in data sets and enable a clean and up to date data set; Maintenance and re-verification of reporting categories for financial systems; Perform financial system support functions; Provide training to financial system users; Supervise human resource staff.
- ENQUIRIES** : Mr X Spelete Tel No: (021) 4835650/Mr B Gordon Tel No: (021) 4837634