



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 13 OF 2025

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **DEPARTMENT OF HOME AFFAIRS:** Kindly note that the following post was advertised in Public Service Vacancy Circular 12 dated 04 April 2025, The qualification for the Office Manager with Ref No: HRMC 11/25/4, has been amended as follows: - (Please note that we have added Financial Accounting): An undergraduate qualification in Administration, Business Management, Office Management and Technology or Financial Accounting at NQF level 6 as recognized by SAQA. The closing date will remain the same 08 May 2025.

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE: Kindly note that the post of Assistant Director: Software Developer (for the IPID National Office) with Ref No: Q9/2025/26 advertised on Public Service Vacancy Circular 12 dated 04 April 2025 with a closing date of 22 April 2025, the closing date has been extended to 30 April 2025. Apologies for any inconvenience caused.

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DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

The Department is an equal opportunity organisation and intent to promote equity through the filling of these posts.



- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to email: recruit@dcddt.gov.za
- CLOSING DATE** : 02 May 2025
- NOTE** : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> and should be accompanied by a recently updated comprehensive Curriculum Vitae. The successful candidates must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Note: Applications received after the closing date will not be considered. Only e-mailed applications will be considered. Short listed applicants will be required to submit certified copies of all qualifications obtained and will be subjected to verification by the South African Qualifications Authority. Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered further. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. 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 using the mandated DPSA SMS competency assessment tools. All shortlisted candidates will be subjected to personnel suitability checks, including social media checks, and the successful candidate will have to undergo a full security vetting. No appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). All applicants must declare any conflict or perceived conflict of interest and must disclose membership of Boards and directorships associated with. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CVs submitted will be destroyed after the three (3) months period. The Department complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use the 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 is unsuccessful, the Department 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 Department will safeguard the security and confidentiality of all information you shared during the recruitment process. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

MANAGEMENT ECHELON

- POST 13/01** : **DEPUTY DIRECTOR-GENERAL: ADMINISTRATION REF NO: DDGA**
Nature of Appointment: Permanent
The purpose of the post is to lead and oversee the provision of corporate support services to ensure the effective and efficient functioning of the department and achieve operational excellence.
- SALARY** : R1 741 770 per annum (Level 15), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government

CENTRE REQUIREMENTS

Employees' Pension Fund, a medical aid fund and a flexible portion in terms of applicable rules).

- : Pretoria, Hatfield
- : An undergraduate qualification and a postgraduate qualification (NQF level 8) as recognized by the South African Qualifications Authority in Public Administration/Social Services/MBA/Strategic Management/Operations Management/Commerce or relevant field. 8 Years of experience at a senior managerial level and the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za (submitted prior to appointment). In depth knowledge of the Public Service Act, 1994 as amended, the Public Service Regulations, 2016, as amended, the Public Finance Management Act, 1999 as amended and other financial regulations, Government Policies and Departmental policies and procedures. Skills and Competencies: At an advanced level in Strategic Thinking and Capability, Leadership, Operations Management, Government Administrative Processes, Corporate Governance, Stakeholder Management, ICT and Digital Transformation, Industry Perspective, People Management and Empowerment, Programme and Project Management, Change Management, Financial Management. Must be able to communicate at senior management level (both written and verbal). Ability to meet tight deadlines while delivering excellent results.

DUTIES

- : The successful candidate will: Ensure the review and design of robust policies, processes, procedures and governance structure to enable the delivery of corporate support functions and related strategic and operational initiatives and programmes, lead and monitor the provisioning of human capital management and development services to enable the Department to build a capable workforce, positive culture and productive work environment, oversee the provisioning of legal and legislative drafting services, including related legal compliance and regulatory oversight, lead the development and implementation of communication and marketing strategies, plans and programmes that enhance employee engagement and the image and brand of the Department, oversee the provisioning of digital solutions, technology and services, lead and oversee the provisioning of financial management services to ensure Department's financial health and performance, which support the achievement of strategic goals and objectives, lead and oversee the provisioning of corporate planning, monitoring and reporting services to foster a culture of performance and accountability, lead, facilitate and monitor the provision of security and facilities management services. Strategic functional leadership, manage human and financial resources, drive change and operational excellence and manage compliance.

ENQUIRIES

- : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8000, Ms Rene Naidoo Tel No: (012)427 8141

POST 13/02

- : **DEPUTY DIRECTOR-GENERAL: MEDIA AND CONTENT REF NO: DDGMC**
Nature Of Appointment: Permanent
The purpose of the post is to lead and create an enabling legislative and operational environment to drive the delivery of media and content functions and programmes and provide entity oversight services to ensure performance, financial viability and sustainability.

SALARY

- : R1 741 770 per annum (Level 15), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees' Pension Fund, a medical aid fund and a flexible portion in terms of applicable rules).

CENTRE REQUIREMENTS

- : Pretoria, Hatfield
- : An undergraduate qualification and a postgraduate qualification (NQF level 8) as recognized by the South African Qualifications Authority in Engineering/ Technology/ Media Management/ International Relations/Commerce or relevant field. 8 Years of experience at a senior managerial level and the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za (submitted prior to appointment). An understanding of South Africa's digital broadcasting and audio-visual landscape and policy landscape; ICT, telecommunications and broadcasting industries; global ICT and digital transformation trends. Skills and Competencies: At an advanced level in Strategic Thinking, Leadership, Digital

Strategy, Content Creation, Media Platforms, Communication, Regulatory Compliance, Government and ICT Public Policy, Government Administrative Processes, Corporate Governance, Stakeholder Management, ICT and Digital Transformation, Technology Savvy, Industry Perspective, People Management and Empowerment, Programme and Project Management, Change Management, Financial Management. Excellent communication skills (both written and verbal). Ability to meet tight deadlines while delivering excellent results.

DUTIES

: The successful candidate will: Lead and monitor the development and implementation of a robust policy framework, innovative strategic reforms and Lead and monitor the development and implementation of a robust policy framework, innovative strategic reforms and plans that govern and enable the delivery of transformative audio visual and digital media industry support services; public service media and monitor the performance of the entity to ensure financial viability and sustainability, content classification and online safety policies and strategies to support and ensure a responsible, safe and secure digital environment and content consumption. Oversee review, development and implementation of regulatory framework to monitor policy implementation compliance and impact, lead the development and implementation of robust entity oversight mechanisms to monitor their performance, financial viability and sustainability and business impact, provide technical media and content expertise to shape department's policy and participate in industry, regional and international ICT and related fields forums and ensure that South Africa remains a recognised policy contributor, ensure the review and design of robust business and governance structure to enable the delivery of media and content function, lead the delivery of the functional area strategic initiatives and programmes to drive the achievement of the strategic objectives, enhance departments presence in the industry and relevant platforms and structures. Strategic functional leadership, manage human and financial resources, drive change and operational excellence and manage compliance.

ENQUIRIES

: Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8000, Ms Rene Naidoo Tel No: (012)427 8141

POST 13/03

: **DEPUTY DIRECTOR-GENERAL: DIGITAL INFRASTRUCTURE AND TECHNOLOGIES REF NO: DDGIT**

Nature of Appointment: Permanent

The purpose of the post is to lead and create an enabling legislative and operational environment to drive the delivery of digital infrastructure and technology programmes and provide entity oversight services to ensure performance, financial viability and sustainability.

SALARY

: R1 741 770 per annum (Level 15), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees' Pension Fund, a medical aid fund and a flexible portion in terms of applicable rules).

CENTRE REQUIREMENTS

: Pretoria, Hatfield
: An undergraduate qualification and a postgraduate qualification (NQF level 8) as recognized by the South African Qualifications Authority in in Engineering/ Technology/ Economics /Commerce or relevant field. An MBA/MBL or related Post Graduate Business Management qualification will be an added advantage. 8 Years of experience at a senior managerial level and the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za (submitted prior to appointment). An understanding of South Africa's ICT, digital infrastructure, telecommunications and broadcasting industries; global ICT and digital transformation trends. Experience in the Management of big infrastructure programmes including development of business plans and proposals for investment. Skills and Competencies: At an advanced level in Strategic Thinking, Leadership, Digital Strategy, Government and ICT Public Policy, Government Administrative Processes, Corporate Governance, Stakeholder Management, ICT and Digital Transformation, Technology Savvy, Industry Perspective, People Management and Empowerment, Programme and Project Management, Change Management, Financial Management. Excellent communication skills (both written and verbal). Ability to meet tight deadlines while delivering excellent

- results. Experience in managing complex operations, grant funding scheme and private-public partnership programmes.
- DUTIES** : The successful candidate will: Lead and monitor the development and implementation of a robust policy framework, innovative strategic reforms and plans that govern and enable the delivery of rapid deployment operations programmes; digital infrastructure programmes; radio communication programmes; cybersecurity and internet governance services and broadband services and initiatives. Oversee review, development and implementation of regulatory framework to monitor policy implementation compliance and impact, lead the development and implementation of robust entity oversight mechanisms to monitor their performance, financial viability and sustainability and business impact, provide technical ICT and digital transformation expertise to shape department's policy and participate in industry, regional and international ICT and related fields forums and ensure that South Africa remains a recognised policy contributor. Lead the delivery of the functional area strategic initiatives and programmes to drive the achievement of the strategic objectives, including investment partnership programmes, develop funding strategies and business cases for funding. Strategic functional leadership, manage human and financial resources, drive change and operational excellence and manage compliance.
- ENQUIRIES** : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8000, Ms Rene Naidoo Tel No: (012)427 8141
- POST 13/04** : **DIRECTOR: IT BUSINESS SOLUTIONS REF NO: DIRITIBS**
Nature of Appointment: Permanent
The purpose of the post is to manage and drive the implementation of IT Solution Delivery Services.
- SALARY** : R1 216 824 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees' Pension Fund, a medical aid fund and a flexible portion in terms of applicable rules).
- CENTRE REQUIREMENTS** : Pretoria, Hatfield
: An undergraduate qualification (NQF level 7) as recognized by the South African Qualifications Authority in Information Technology / Systems Engineering / Computer Science or relevant field. 5 Years of experience at middle/senior managerial level and the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za (submitted prior to appointment). Relevant accreditation such as CRISC/CISA/ITIL/CITM/ CISSP/CGEIT. Skills and Competencies: At an advanced level in IT Solution Development and Integration, Software Design & Release Management, Software Engineering, User Interface Design, Digital Automation, People Management and Empowerment, Programme and Project Management, IT Change Management, Financial Management.
- DUTIES** : The successful candidate will manage and drive the design, review and implementation of IT governance framework, policies, standards, principles and procedures. Align departmental IT alignment strategy with overall business goals and IT objectives. Analyse business requirements and constraints on IT solutions, solutions deployment risks and impact, and validate IT services/ solutions requirements. Design and manage solution deployment strategies, standards, policies and business solutions based innovative and cloud-based technologies, IT software and ensure that all systems and applications comply with established architecture standards, security protocols and technical design authority. Conduct demand planning, manage solution deployment processes and continually explore and assess options for value-add. Conduct periodic reviews and updates of coding procedures and reviews. Conduct quality assurance, manage the integration of solution designs and components and assess and perform IT service/solution and remediation. Monitor to ensure that business solutions are designed, implemented, and integrated to support business requirements. Strategic Functional Leadership, Manage human resources, Manage financial resources, driving change and operational excellence and manage compliance.
- ENQUIRIES** : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8000, Ms Rene Naidoo Tel No: (012)427 8141

POST 13/05 : **DIRECTOR: IT INFRASTRUCTURE AND SERVICE OPERATIONS REF NO: DIRITISO**
Nature of Appointment: Permanent
The purpose of the post is to manage and drive the implementation of IT Service Delivery Operations.

SALARY : R1 216 824 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE REQUIREMENTS : Pretoria, Hatfield
: An undergraduate qualification (NQF level 7) as recognized by the South African Qualifications Authority in Information Technology / Systems Engineering / Computer Science or relevant field. 5 Years of experience at middle/senior managerial level and the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za (submitted prior to appointment). Relevant accreditation such as CISA/ITIL/CITM/ CISSP/COBIT. Skills and Competencies: At an advanced level in IT Service Management, IT Operations Management, IT Service Desk Management, IT Service Catalogue Management, IT Network Management, IT Infrastructure, Systems Administration, Database Administration, People Management and Empowerment, Programme and Project Management, IT Change Management, Financial Management.

DUTIES : The successful candidate will manage and drive the design and review of IT governance framework, policies, standards, principles and procedures. Develop and implement a comprehensive infrastructure strategy aligned with business objectives and ensure the infrastructure strategy supports organizational goals and technology requirements. Define, negotiate, and manage service levels to meet expectations in driving IT infrastructure performance, capacity, security, and recovery. Manage, configure, maintain and upgrade networks, and monitor network performance (capacity, security, availability, utilization, throughput, latency) and test for weaknesses. Manage the installation and integrate new server hardware and applications and monitor third-party applications. Build database systems and perform tests to ensure data security, privacy and integrity. Drive database systems of high availability and quality and ensure secure and efficient utilization of cloud services. Manage database performance, implement changes as required and enforce database policies, procedures and standards. Manage interface between employees and IT to ensure proper event, incidents, problems and requests management. Strategic Functional Leadership, Manage human resources, Manage financial resources, driving change and operational excellence and manage compliance.

ENQUIRIES : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8000, Ms Rene Naidoo Tel No: (012)427 8141

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 02 May 2025, (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 13/06** : **DEPUTY DIRECTOR: PERFORMANCE MONITORING AND EVALUATION**
REF NO: DPSP/11/13/25 (X2 POSTS)
 Defence Policy
 Strategy and Planning Division
 Chief Directorate: Strategic Management
 Directorate: Performance Monitoring and Evaluation
- SALARY CENTRE REQUIREMENTS** : R1 059 105 – R1 247 574 per annum (Level 12)
 : Defence Headquarters, Pretoria
 : Grade 12 (NQF Level 4) or equivalent with a relevant 3-year tertiary (NQF Level 7) academic qualification, specialisation in management science, strategic studies or monitoring and evaluation. Minimum of three (3) to five (5) years experience in Strategic Management at Middle Management level (of which 3 years must be at an Assistant Director/level 9/10 or equivalent), with specific experience relevant to quarterly and annual performance reporting, analyses and monitoring and evaluation of financial and non-financial performance information on Headquarter/Corporate level (Service/Divisional or equivalent). Special Requirement (skills needed) The successful candidate must have in-depth understanding of Government's Revised Framework for Strategic Plans and Annual Performance Plans, and the DOD Strategic Management Process and Framework that provides the norms and standards within which the Departmental results-based planning, budgeting, reporting, risk management,

and audit process are executed in the realisation of the Defence mandate. Advanced knowledge in respect to the development/formulation, implementation and monitoring of policies and procedures; analytical skills, excellent strategic management and negotiation skills with good interpersonal relations and a superior level of verbal and written communication capabilities. Ability to identify strategic gaps and propose viable solutions. Exceptional time management skills with sensitivity to deadlines. Good understanding of civil-military relations along with a solid understanding of current defence policy and policy issues. Excellent demonstrable end-user computer skills in all MS Office packages in accordance with department specific service writing conventions accompanied with highly developed presentation skills and presentation software proficiency. The incumbent must be assertive and self-driven, innovative and creative, solution orientated and able to work under stressful situations, very strict timescales and have the ability to maintain high levels of confidentiality and must be able to successfully comply with the security clearance processes of the Department of Defence.

DUTIES

: The successful candidate will be responsible for the following duties: Analyse policy development and advice on corporate level performance management: The departmental policy development and analyse in the provision of advice on corporate level performance management to decision-making bodies. This entails, amongst others, the detailed analysis of financial and non-financial programme and sub programme performance trends. Develop corporate guidelines and instructions on performance management iro monitoring and evaluation: The development of corporate guidelines and instructions on departmental performance management relating to effective and efficient monitoring and evaluation of performance information, concurrent with the Regulatory Framework in terms of performance reports. Prepare/compile corporate performance management reports: Ensure the Department's adherence to statutory responsibilities in terms of the Public Finance Management Act (PFMA), National Treasury and Department of Planning, Monitoring and Evaluation prescripts through the preparation and compilation of corporate performance management reports on performance against plan, which gives direction to the development of analytical reports and presentations for Parliamentary Oversight committees and Political principals. Perform DOD external performance assessments: Perform and manage external departmental performance assessments when required and act as the nodal point for management information requirements on departmental performance. Coordinate performance information audit enquiries with internal and external assurance providers and ensure the implementation of action plans, the monitoring thereof and regular status reports to higher authority. Manage support functions of the Directorate: Provide a Directorate support function through effective business/operational performance planning and reporting as well as the management of procurement with the Directorate and ensure sound corporate governance mechanisms for the Directorate. Contribute to building a reliable, outcomes focussed high performance team.

**ENQUIRIES
APPLICATIONS**

: Ms C.E. van den Berg Tel No: (012) 355-5203
: Applications may be hand-delivered to Department of Defence, Chief Defence Policy, Strategy and Planning Division (DPSP), Directorate Performance Monitoring and Evaluation. ARMSCOR Building, Defence Headquarters Unit, Corner Delmas and Nossob Street, Erasmuskloof, Pretoria, 0048 or emailed to dod.dpme@gmail.com.

POST 13/07

: **SENIOR LEGAL ADMINISTRATION OFFICER: DYSFUNCTION AND CONTRACTS REF NO: DLSD/12/13/25/01**
Directorate: Legal Services Division

**SALARY
CENTRE
REQUIREMENTS**

: R586 956 – R1 386 972 per annum (MR-6)
: Erasmuskloof, Pretoria
: LLB plus at least 8 years appropriate/recognition applicable legal experience after obtaining the relevant legal qualification. The salary at appointment will be determined in accordance with OSD determination. Drafting and/or vetting of contracts. Post grad qualification in contracts. Special requirements (skills needed): Knowledge of the Interpretation Act. The ability to conduct legal research using legal research programs. Knowledge of applicable legislation, Legal writing and Drafting. Computer literacy, Research, analytical, presentation, problem solving, negotiation, people management, research,

- interpersonal, relation, and Communication skills (verbal and written). Strategic thinking ability.
- DUTIES** : Provide legal advice/opinions with regard to contracts (level 0 and 1). Research legal prescripts for inclusion in contracts, e.g. Act of Parliament Regulations, provincial legislation, judgements of the Constitutional Court, Supreme Court of Appeal, Division of the High Court, specific Courts such as the Labour Court, Labour Appeal Court, etc; academic material such as legal text book, articles, etc. Provide drafting support iro contracts. Research new legal developments in various fields of law to determine whether they have an impact on draft contracts. Provide negotiation support iro contracts, liaise with external entities, such as the State Attorney, State law advisors to provide legal opinion regarding areas of concern or as per request of the client. Provide general legal support and advice to clients on dysfunctional aspects of various areas of law that are not provided by the other sub-sections of DLA or other Directorates in the DLSD. Provide supervisory and management functions to subordinates in the sub directorates. Manage all internal processes for the effective rendering of timely legal advice on aspects regarding contracts and dysfunctional issues.
- ENQUIRIES** : Col E.O. Mothupi Tel No: (012) 355 5383/Lt Col A. Everitt Tel No: (012) 355 5334
- APPLICATIONS** : Department of Defence, Directorate Legal Services Division, Private Bag X161, Pretoria, 0001 or may be hand delivered at Arnscor Building, Corner Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or emailed to Pieter.Kemp@dod.mil.za
- POST 13/08** : **SENIOR LEGAL ADMINISTRATION OFFICER: LEGISLATIVE DRAFTING AND MOU: REF NO: DLSD/12/13/25/02**
Directorate: Legal Services Division
- SALARY CENTRE REQUIREMENTS** : R586 956 – R1 386 972 per annum (MR-6)
: Erasmuskloof, Pretoria
: LLB plus at least 8 years appropriate/recognition applicable legal experience after obtaining the relevant legal qualification. The salary at appointment will be determined in accordance with OSD determination. Admission as an Attorney or Advocate is preferred. Special requirements (skills needed): Knowledge of the Legislative Processes and Parliamentary Rules. Knowledge of the Constitution, Defence Act, Interpretation Act, and other applicable legislation, and international law. Knowledge and skills of legislative writing and drafting is required. In addition, general knowledge of law, negotiation skills, presentation skills, management skills, good communication skills (written and verbal), computer literacy, research skills and ability to conduct legal research using legal research programs, is required. The ability to think analytically and strategically. The ability to solve problems, make presentations on legislative matters and negotiate. The ability to manage subordinates and conduct good interpersonal relations. Good communication skills (verbal and written).
- DUTIES** : Provide sound legal advice/opinions on Legislation and International Instruments applicable to the DoD, such as Memoranda of Understanding (MoU). Draft and review legislation and subordinate legislation of the DoD. Maintain and monitor the DoD Legislative Programme. Keep record of all matters relating to the DoD Legislative programme. Obtain and collate inputs from stakeholders regarding the DoD Legislative Programme. Efficiently carry out legislative functions and manage processes in respect of legislation. Draft all legislative documents, such as Cabinet Memo's and documents required by Parliament. Provide legal support to other sub-directorates and Director Legal Advice, as required. Attend consultations, meetings, legislative sittings and legislative forums in respect of legislative matters. Provide legal advice and inputs on legislative issues. Manage the Government Gazette publications of the DoD. Manage and direct the Sub-Directorate: Legislative Drafting and MoU.
- ENQUIRIES** : Col E.O. Mothupi Tel No: (012) 355 5383/Lt Col A. Everitt Tel No: (012) 355 5334
- APPLICATIONS** : Department of Defence, Directorate Legal Services Division, Private Bag X161, Pretoria, 0001 or may be hand delivered at Arnscor Building, Corner Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or emailed to Pieter.Kemp@dod.mil.za

- POST 13/09** : **LEGAL ADMINISTRATION OFFICER: POLICY & GENERAL LEGAL SUPPORT REF NO: DLSD/12/13/25/03**
Directorate: Legal Services Division
- SALARY CENTRE REQUIREMENTS** : R464 634 – R1 111 323 per annum (MR-5)
: Army Support Base, Bloemfontein
: LLB plus at least 14 years appropriate/recognition applicable legal experience after obtaining the relevant legal qualification. The salary at appointment will be determined in accordance with OSD determination. Admission as an Attorney or Advocate is preferred. Special requirements (skills needed Knowledge of the Constitution, Defence Act, Criminal Law, Criminal Procedure, Law of Evidence and Administrative Law is required. Skills on Interpretation of Statutes and knowledge of litigation and litigation processes is required. In addition, general knowledge of law, negotiation skills, presentation skills, management skills, good communication skills (written and verbal), computer literacy, research skills and ability to conduct legal research using legal research programs.
- DUTIES** : Facilitate and manage litigation. This includes civil claims instituted against, or by the DoD. This inter alia includes the handling of letters of demand, summonses and notices of motion. Liaise with the State Attorney on the proposed handling and management of DoD litigation matters, including drafting of instructions to the State Attorney. Liaise with internal DoD stakeholders on litigation matters. Attend consultations with the State Attorney and/or Counsel. Draft submissions in the management of litigation, this includes drafting submissions to the Head of Department. Ensure sound litigation administration including the compiling of monthly litigation reports/statistics. Facilitate requests for legal representation by the State from DoD officials. Provide legal advice and support regarding the formulation of Departmental policies, to ensure the alignment of DoD policies with national legislation and/or with other prescripts. Facilitate the resolution of legal disputes regarding the interpretation or implementation of DoD policies. Provide sound legal advice/opinion on policy issues.
- ENQUIRIES** : Col E.O. Mothupi Tel No: (012) 355 5383/Lt Col A. Everitt Tel No: (012) 355 5334
- APPLICATIONS** : Department of Defence, Directorate Legal Services Division, Private Bag X161, Pretoria, 0001 or may be hand delivered at Arnskor Building, Corner Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or emailed to Pieter.Kemp@dod.mil.za
- POST 13/10** : **LEGAL ADMINISTRATION OFFICER: HUMAN RESOURCE SUPPORT REF NO: DLSD/12/13/25/04**
Directorate: Legal Services Division
- SALARY CENTRE REQUIREMENTS** : R464 634 – R1 111 323 per annum (MR-5)
: Erasmuskloof, Pretoria
: LLB (NQF Level 6) plus at least 14 years appropriate/recognition applicable legal experience after obtaining the relevant legal qualification. The salary at appointment will be determined in accordance with OSD determination. Special requirements (skills needed): Extensive labour law background. Labour/Industrial relations background. MLP or other relevant experience for at least 2 years. Experience of handling of labour disputes. Background if industrial relations. Public service and military. Knowledge of Legal writing and drafting. The ability to conduct legal research using legal research programs. Computer literacy-, Research, analytical, presentation, problem solving, negotiation, people management, research, interpersonal relation, and Communication skills (verbal and written). Strategic thinking ability.
- DUTIES** : Provide legal support with regard to formulation of policies, DODIs, DODDs and JDPs. Ensure alignment of DoD policies with national legislation and other prescripts. Facilitate resolution of legal disputes with regard to the interpretation or implementation of contracts. Process of providing specialist HR Legal Advice. To represent and or facilitate representation of the Department in PSCBC, GPSSBC, CCMA, MBC and MBA matters. To instruct, liaise and assist the Office of the State Attorney in labour litigation where the DOD is involved. To develop and maintain an effective and efficient system of liaising with relevant internal and external role players to ensure effective HR Legal advice. Draft, review and provide written legal advice on DOD related MOUs and other international legal documents, which entails conducting

- written legal opinions on the legality of MOU, provide negotiation support to DOD when required.
- ENQUIRIES** : Col E.O. Mothupi Tel No: (012) 355 5383/Lt Col A. Everitt Tel No: (012) 355 5334
- APPLICATIONS** : Department of Defence, Directorate Legal Services Division, Private Bag X161, Pretoria, 0001 or may be hand delivered at Arnscor Building, Corner Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or emailed to Pieter.Kemp@dod.mil.za
- POST 13/11** : **PERSONAL ASSISTANT REF NO: DLSD/12/13/25/05**
Directorate: Legal Services Division
- SALARY CENTRE REQUIREMENTS** : R325 101 – R382 959 per annum (Level 07)
: Erasmuskloof, Pretoria
: Grade 12 (NQF Level 4) or equivalent and Secretarial Diploma with a minimum of three to five (3-5) years relevant experience in rendering a support service to senior management. Special requirements (skills needed): Language skills and the ability to communicate well with people at different levels and from different backgrounds. Proficiency in Microsoft, Office suits, Excel. Professional attitude and appearance. Solid written and verbal communication skills. Excellent organisational skills. Good etiquette, sound organisational skills, high level of reliability, ability to act with tact and discretion.
- DUTIES** : The successful candidate will be required to perform the following core functions: Provide secretarial/receptionist support service and clerical support to the Director eg. Receives telephone calls, performs advanced typing work, records the engagements of the Director, coordinates with and advises the Director regarding engagements. Renders administrative support services eg. Co-ordinates logistical arrangements for meetings when required. Supports the Director with administrative of the manager's budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Continuously remains up to date wrt the policies and procedures applicable to the work environment to ensure efficient and effective support to the Director. Remains abreast with the procedures and processes that apply in the office of the Director.
- ENQUIRIES** : Col E.O. Mothupi Tel No: (012) 355 5383/Lt Col A. Everitt Tel No: (012) 355 5334
- APPLICATIONS** : Department of Defence, Directorate Legal Services Division, Private Bag X161, Pretoria, 0001 or may be hand delivered at Arnscor Building, Corner Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or emailed to Pieter.Kemp@dod.mil.za

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** : 30 April 2025 at 16:00 (walk-in) and 00:00 (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. JPEG (picture/snapshot) application will not be accepted. 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. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts's technical and generic requirements. 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 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)

OTHER POSTS

- POST 13/12** : **SENIOR MANAGER: MEDICAL SERVICES (NON-CLINICAL) REF NO: HR4/4/7/30**
Re-advertisement
- SALARY** : Grade 1: R1 422 810 – R1 576 977 per annum, (OSD)
Grade 2: R1 623 609 – R1 853 529 per annum, (OSD)
Grade 3: R1 826 139 - R2 212 680 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: Mpumalanga
	:	MBChB/ MBBCh/ MD/ MBBS Degree or equivalent qualifications. DoH/ DOHM/ DOccMed or equivalent. Valid driver's license. A minimum of 10 years' appropriate experience as a Medical Officer after registration with the (Health Professions Council of South Africa) HPCSA as a Medical Practitioner. Knowledge: Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, DoeL and Fund regulations, policies and procedures, Fund Value, PFMA, National Treasury Regulations, Promotion of Access to Information Act, PAJA. Skills: Strategic Capability and Leadership, People Management and Empowerment, Client Orientation and Customer Focus, Required Technical proficiency, Business Writing Skills, Analytical thinking, Decision making, Communication (verbal and written), Customer Focus and Responsiveness, managing inter-personal conflict and Problem solving, Planning and organising.
<u>DUTIES</u>	:	Manage the compensation process with necessary medical expertise. Provide guidance to decentralised medical services in provinces. Develop policies and procedures on medical services. Management of resources in the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Rev MG Sibanyoni Tel No: (013) 655 8700
	:	The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni. Email: Jobs-MP-COID@LABOUR.gov.za
<u>POST 13/13</u>	:	<u>DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR 4/4/7/27</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum, (all- inclusive)
	:	Mpumalanga Provincial Office
	:	Three (3) year tertiary qualification (National Diploma NQF6)/ (Undergraduate Bachelor Degree (NQF 7) in Operations Management/Operational Research/Public Management/ Business Administration/ Public Relations Administration/ Public Administration /Administration Management/ Finance. Valid driver's license. Five (5) years' experience of which three (3) must be functional experience in Unemployment Insurance Operations environment and two (2) years must be management experience. Knowledge: Public Service Regulation (PSR), Unemployment Insurance Fund and Contribution Act, Public Finance Management Act (PFMA), Batho Pele Principles, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR). Skills: Leadership, Management, Report writing (Advance), Computer Literacy, Team Building, Project management, Analytical, Communication, Innovative/ Creative.
<u>DUTIES</u>	:	Manage Employer Services functions in the province. Manage assessment, services and local appeals and complaints, Monitor the provision of Generals Support and Registry Services. Manage the provision of comprehensive financial administration in the province. Manage resources in the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Baholo Tel No: (013) 655 8700
	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni. Email: Jobs-MP-BS@LABOUR.gov.za
<u>POST 13/14</u>	:	<u>SPECIALIST: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/25/04/02HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum, (all- inclusive)
	:	Head Office, Pretoria
	:	Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Environmental Health/ Chemical Engineering/ Occupational Health/ Hygiene or BSc with Occupational Hygiene Modules. A Valid driver's license. Registration as an Occupational Hygiene Assistant or Occupational Hygiene Technologist with the recognised Professional Body (the Southern African Institute for Occupational hygiene) is compulsory. Five (5) years' experience of which two (2) years at the Middle Management level and three (3) functional experience in Occupational Health and Hygiene Services. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, COIDA UIA UI Contribution Act. Skills Development Act Employment Equity Act ISO 14001. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal,

Problem solving, Interviewing, listening and observation, Presentation, Innovative, Analytical, Research, Project management.

DUTIES : Provide inputs into development of Health and Hygiene Policies and ensure the implementation OHS strategy for the Department of Employment and Labour in terms of OHS Act, Regulations and Standards. Conduct complex inspections for Health and Hygiene regularly as per OHS programme. Conduct technical research on latest trends of Occupational Health and Safety in terms of Health and Hygiene. Provide support for enforcement action, including preparation of reports for legal proceedings. Manage the resources and monitor performance of staff within the Sub-Directorate.

ENQUIRIES APPLICATIONS : Ms B Huna Tel No: (012) 309 4407
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ12@labour.gov.za

POST 13/15 : **SPECIALIST: ELECTRICAL ENGINEERING REF NO: HR4/25/04/03HO**

SALARY CENTRE REQUIREMENTS : R1 059 105 per annum, (all- inclusive)
: Head Office, Pretoria
: Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Electrical Engineering. A Valid driver's license. Five (5) years' experience of which two (2) years at the Middle Management level and three (3) functional experience in Electrical Services. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, COIDA, UIA, UI Contribution Act, Employment Equity Act, ISO 14001 and 18001. Skills: Facilitation and Presentation, Planning and organizing, Computer literacy, Interpersonal relations, Problem solving, Interviewing, listening and observation, Innovative, Analytical, Research, Project management.

DUTIES : Provide inputs into the development and implementation of Electrical Engineering policies and strategy for the Department of Employment and Labour in terms of OHS Act and Regulation. Conduct complex inspections for Electrical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Occupational Health and Safety in terms of Electrical Engineering Sector. Provide support for enforcement action, including preparation of reports for legal proceedings. Manage the resources and monitor performance of staff within the Sub-Directorate.

ENQUIRIES APPLICATIONS : Mr JP Malatse Tel No: (012) 309 4391/2
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ14@labour.gov.za

POST 13/16 : **DEPUTY DIRECTOR: INVESTMENT REF NO: HR4/4/3/2DDI/UIF**

SALARY CENTRE REQUIREMENTS : R896 436 per annum, (all -inclusive)
: Unemployment Insurance Fund, Pretoria
: An undergraduate qualification at NQF Level 6 as recognized by SAQA in Investment Management/Accounting/ Finance Five (5) years working experience in investment/ Finance Management of which two (2) years must be functional experience in investment and three (3) years at Assistant Director/ Junior Management level. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Investment Cooperation Act (PICA). Investment markets and portfolio management. Generally Accepted Accounting Practices (GAAP). International Financial Reporting Standards. Generally Recognized Accounting Practices (GRAP). Skills: Leadership. Management. Computer Literacy. Communication. Time Management. Planning & Organization. Analytical. Research. Problem Solving & Decision Making. Portfolio Management. Financial Management. Policy formulation skills.

DUTIES : Monitor investment management services. Manage investment accounting and disclosure services. Monitor investment risk management services. Manage resources.

ENQUIRIES APPLICATIONS : Ms ASC Fourie Tel No: (012) 337 1520/1599
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF9@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF.

<u>NOTE</u>	:	Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
<u>POST 13/17</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC PLANNING MONITORING AND EVALUATION REF NO: HR4/4/3/2DDSPME/UIF (X2 POSTS)</u>
<u>SALARY</u>	:	R896 436 per annum, (all -inclusive)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 6/7 and recognized by SAQA in internal Audit/ Forensic Audit/ Economics/ Accounting/ Accounting Science/ Commerce/ Development Studies/ Social Sciences /B Tech in Human Resource Management/ Actuarial Science/ Public Administration. Five (5) years' experience of which two (2) years must be functional and three (3) years at Assistant Director level in Strategic Planning, Monitoring and Evaluation environment. Knowledge: Policy Framework for the Government-Wide Monitoring and Evaluation System. Monitoring and Evaluation platform / Principles. Monitoring and Evaluation Systems. Research Methodology Public Finance Management Act (PFMA). Public Service Act (PSA). Public Service Regulations (PSR). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Framework for Managing Program Performance Information. Revised Framework and guidelines for developing Strategic Plan, Annual Performance Plan and Operational Plans. Treasury Regulations. Public Audit Act. Skills: Analytical. Financial Management. Report Writing. Project Management. Risk Management. Diversity Management Computer Literacy. Communication. Monitoring and Evaluation Platform. Research Methodology. Problem Solving and Decision Making.
<u>DUTIES</u>	:	Develop and maintain appropriate governance to support the Fund's strategy development process. Manage the implementation of monitoring and evaluation framework. Evaluate and analyse service delivery. Manage Resources Human, Finance, Equipment / Assets).
<u>ENQUIRIES</u>	:	Mr TJ Molema Tel No: (012) 337 1673
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF10@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF.
<u>NOTE</u>	:	Coloured Males, Coloured Females, White Males, Indian Males, White Females are encouraged to apply.
<u>POST 13/18</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: HR 5/1/2/3/2</u>
<u>SALARY</u>	:	R896 436 per annum, (all -inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year qualification (on NQF Level 6) in Strategic Management/ Business Administration/ Business Management/ Public Management. 5 years' functional experience in strategic planning environment on Assistant Director level or entry management level. Knowledge: Compensation Fund, policies and procedures Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. Budgeting and Financial Management. Risk Management and Fund Governance. Strategy planning models processes and techniques. COIDA. POPIA. Public Service Regulations Act. Public Service Regulations. Legislative Requirement: PFMA. National Treasury Regulations. Skills: Communication skills- Both Written and Verbal. Required IT Skills. Decision making. Planning and organising. Service delivery innovation. People and Performance Management. Gathering of performance data.
<u>DUTIES</u>	:	Manage the facilitation and development of the Compensation Fund strategies and Operational plan. Manage the implementation of the Compensation Fund strategies and Operational plans. Advising Province on planning related issues. Manage the evaluation process related to programmes/ Projects of the Compensation Fund. Manage all the resources in the sub-directorate.
<u>ENQUIRIES</u>	:	Mr MJ Ledwaba at 072 591 9784
<u>APPLICATIONS</u>	:	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-CF2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

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

POST 13/19 : **DEPUTY DIRECTOR: FRAUD INVESTIGATIONS REF NO: HR 5/1/2/3/3**

SALARY CENTRE REQUIREMENTS : R896 436 per annum, (all -inclusive)
: Compensation Fund, Pretoria
: Three (3) year tertiary qualification (on NQF Level 6) in Forensic Investigations/ Commerce/ Law/Criminal Justice. Post Graduate Degree relevant for the above will be an advantage. 5 years' functional experience in investigation on crime or in anti-corruption environment of which 2 years as Assistant Director level or entry management level. Knowledge: Compensation Fund regulations, policies and procedures. Fund Governance and Risk Management. Financial and budgeting management. Customer service principles (Batho Pele Principles). Criminal Law, Criminal procedures and law of evidence. Understanding of risk management and audit practices. Investigation methods and techniques. Understanding of Fraud and corruption processes. COIDA. Public service regulations. Promotion of Access to Information Act. Legislative Requirement: National intelligence Act. Protection of Information Act. Criminal procedure Act. PFMA. National Treasury Regulations. Skills: Communication skills (verbal and written). Client orientation and customer focus. Programme and project management Strong analytical skills. Conflict management. Planning and organising. Problem solving. Computer literacy.

DUTIES : Develop and manage the implementation of fraud investigation policy and strategy. Manage the investigations of alleged fraud, corruptions cases and serious maladministration within the Fund. Provide progress on the investigations case register implementation. Establish and maintain relationship with internal and external stakeholders. Manage all resources in the sub-directorate.

ENQUIRIES APPLICATIONS : Ms S Fakir Tel No: (012) 406 5723
: 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-CF2@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 13/20 : **ASSISTANT DIRECTOR: PENSION PAYMENT REF NO: HR 5/1/2/3/4**

SALARY CENTRE REQUIREMENTS : R582 444 per annum
: Compensation Fund, Pretoria
: National Diploma/Degree (on NQF Level 6) in Finance. 2 years' functional experience on pension or payroll administration environment. 2 years' supervisory experience. Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. Legislative Requirements: COIDA. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to information Act. Skills: Planning and Organizing. Communication skills-Both Written and Verbal. Decision making. Budgeting and Financial Management. Planning and organizing. Managing inter-personal conflict and resolving problems. Risk Management and Fund Governance. Analytical Technical Proficiency. Business Writing Skills. Data and records management.

DUTIES : Provide inputs into the Pension payment policy. Approve pension payments and monitor correct banking details database. Release pensions payments for both local and foreigners' pensioners. Establish and maintain relations with stakeholders.

ENQUIRIES APPLICATIONS : Ms Y Tshidada Tel No: (012) 319 5881
: 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-CF12@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.

<u>POST 13/21</u>	:	<u>ASSISTANT DIRECTOR: UI OPERATIONS (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R582 444 per annum Provincial Office: Free State-Ref No: HR4/4/8/912 (X1 Post) Labour Centre: Gqeberha- Ref No: HR4/4/1/102 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualifications (NQF Level 6) In Operations Management/ Public Management/ Business Administration/ Public Administration/ Administration Management/ Public Relations Management/ Financial Management. Valid Driver licence. Four (4) years' experience of which two (2) must be functional experience in Operations environment and two (2) years must be supervisory experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Treasury Regulations. Basic Conditions of Employment Act (BCEA). Public Service Regulation (PSR). Public Service Act (PSA). Public Finance Management Act (PFMA). Skills: Communication (Both verbal and written). Computer. Time Management. Customer Relations. People Management. Report Writing Supervisory Skills.
<u>DUTIES</u>	:	Facilitate the employer services function in the province. Coordinate the provision of assessment, validation and adjudication of claims. Facilitate registry services in the province. Coordinate Local appeals and complains in the province. Coordinate General Support. Manage resources in the Unit.
<u>ENQUIRIES</u>	:	Ms N Zama Tel No: (051) 505 6276 Mr M Ngqolowa Tel No: (041) 506 5116
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-fs3@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, Free State Deputy Director: Labour Centre Operations, Private Bag X 6045 Gqeberha 6000, Hand deliver at VSN Centre 116 – 134 Goven Mbeki Avenue Gqeberha,6000. Email: Jobs-EC6@labour.gov.za
<u>POST 13/22</u>	:	<u>ASSISTANT DIRECTOR: COIDA (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R582 444 per annum Labour Centre: Mafikeng Ref No: HR4/4/02/01(X1 Post) Labour Centre: Durban Ref No: HR/4/4/5/36 (X1 Post)
<u>REQUIREMENTS</u>	:	Three-year (3) tertiary qualification (NQF6) in Public Management/ Business Management/ Public administration/ Business Administration/ Administration Management/ Management/ Financial Accounting/ Cost and Management Accounting/ Operations Management/ Production Management/ Auditing/ HRM/ Nursing. Four (4) years functional experience in a claims / medical Insurance processing environment of which two (2) years is supervisory experience in processing environment. Knowledge: COIDA Guidelines on application of COID (for government departments) Public Service Act. Public Service Regulation. PFMA and Treasury regulations. Del and Compensation Fund business strategies and goals. Basic Conditions of Employment Act (BCEA). Compensation Fund Value chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Services (Batho Pele Principles). Technical Knowledge. Skills: Leadership. Financial Management. Change Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving and Analysis. Decision Making. People Management and Empowerment (including developing others). Communications (written and verbal). Risk Management. Computer Literacy. Business Writing. Client orientation & customer focus. Conflict Management.
<u>DUTIES</u>	:	Facilitate the processing of Compensation claims benefits within COID processing Office. Coordinate the resolutions of all COID and employer services. Conduct quality assurance on all COID claims and employer services. Liaise with internal and external stakeholders in respect of COID legislation and services. Manage human, financial and physical resources of the section.
<u>ENQUIRIES</u>	:	Mr S Shongwe Tel No: (018) 387 8100 Mr SA Mchunu Tel No: (031) 336 1500(Durban)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho or Email: Jobs-NW1@LABOUR.gov.za Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade, 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban or Email to <a 484="" 511="" 926="" 943"="" data-label="Page-Footer" href="mailto:Jobs-</td> </tr> </table> </div> <div data-bbox="> <p>18</p>

KZN7@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal

- POST 13/23** : **PRINCIPAL INSPECTOR: EMPLOYER AUDITOR REF NO: HR 4/4/6/202**
- SALARY CENTRE REQUIREMENTS** : R582 444 per annum
: Provincial Office: Limpopo
: Three (3) years relevant tertiary qualification (NQF6/7 SAQA Recognized) in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. A valid driver's licence. Two (2) years Supervisory experience. Two (2) years functional experience in Auditing / Financial Management. KNOWLEDGE: Department policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal skills, Problem solving skills, interviewing listening and observation, Communication Skills (Verbal and Written), Innovative, Analytical, Research, Project management.
- DUTIES** : Monitor the implementation of UIA and COIDA strategy programs. Implement the system that provide expert advice on sector specific UIA & COIDA matters. Control the process that monitor and evaluate impact of UIA & COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.
- ENQUIRIES APPLICATIONS** : Ms SM Lebogo Tel No: (015) 290 1662
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Email address: Jobs-LP@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane
- POST 13/24** : **ASSISTANT DIRECTOR: IT PROJECTS REF NO: HR4/4/3/2/ASDITP/UIF**
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum
: Unemployment Insurance Fund, Pretoria
: A three (3) year tertiary qualification (NQF Level 6) in Information Technology / Project Management. Four (4) years functional experience of which two (2) years must be functional experience in ICT Project Management environment and two (2) years supervisory experience. Knowledge: Project Management principles and methodologies. Project Management Information Systems (PMBOK, MS projects etc.). Application of research methodology. Quality management principles and processes. Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Condition of Employment Act (BCEA). Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Financial/Budget Management. Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Project Management. Project monitoring and evaluation. Planning and Organizing. Analytical. Creativity. Facilitation. Presentation.
- DUTIES** : Manage delivery ICT projects within the Fund. Manage ICT project deliverables in line with the Fund strategic objectives, quality standards and expectations. Ensure project quality management. Facilitate the implementation of projects within the Fund. Manage resources (Human, Financial, Equipment / Assets) within the project.
- ENQUIRIES APPLICATIONS** : Ms S Ntosi-Baba Tel No: (012) 337 1784
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF11@labour.gov.za
- FOR ATTENTION NOTE** : Sub-directorate: Human Resources Management, UIF.
: Coloured Males, White Males, White Females, African Females, Coloured Females, Indian Males are encouraged to apply.
- POST 13/25** : **ASSISTANT DIRECTOR: PROCESS IMPROVEMENT AND CHANGE MANAGEMENT REF NO: HR4/4/3/2/ASDCM/UIF**
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum
: Unemployment Insurance Fund, Pretoria
: Three (3) year tertiary qualification (NQF level 6) in Organizational Psychology / Public Administration/ Public Management / Management Services / Human

Resources / Operations Management / Production Management. Four (4) years' experience of which two (2) years must be functional experience in Change Management environment and two (2) years' experience at a supervisory level. Knowledge: Public Finance Management Act (PFMA). Project Management approaches, tools and phases. Public Service Regulations (PSR). Basic Condition of Employment Act (BCEA). Public Service Act (PSA). Labour Relations Act (LRA). Skills: Communication both written and verbal. People Management. Problem Solving. Computer Literacy. Time Management. Analytical. Presentation. Interpersonal. Report writing. Planning and Organizing.

DUTIES : Facilitate diagnoses of the organizational, individual culture and climate change within the Fund. Coordinate the development, review and implementation of change management strategy. Facilitate the development, review and implementation of procedure manuals and processes. Manage resources (Human, Financial Equipment, Assets) in the section.

ENQUIRIES APPLICATIONS : Ms K Mahlaka Tel No: (012) 337 1579
 Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF12@labour.gov.za

FOR ATTENTION NOTE : Sub-directorate: Human Resources Management, UIF
 Coloured Males, White Males, White Females, African Females, Coloured Females, Indian Males are encouraged to apply.

POST 13/26 : **ASSISTANT DIRECTOR: OPERATIONS SUPPORT SERVICES REF NO: HR4/4/3/2ASDOSS/UIF**

SALARY CENTRE REQUIREMENTS : R468 459 per annum
 Unemployment Insurance Fund, Pretoria
 An undergraduate qualification (NQF Level 6) as recognized by SAQA in Administration/ Public Management/ Public Administration/ Administrative Management/ Operations Management/ Business Administration/ Operations Research/ Finance. Four (4) years' experience of which two (2) years must be functional experience in Operations environment and two (2) years' experience at Practitioner level. Knowledge: Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Skills: Communication. People Management. Listening. Computer Literacy. Time Management. Analytical. Numeracy. Interpersonal. Report writing. Planning and Organizing.

DUTIES : Facilitate provincial operational performance. Coordinate the implementation of new operational policies and procedures. Provide operational services in provincial offices to ensure consistency. Manage resources.

ENQUIRIES APPLICATIONS : Ms GN Tshabalala Tel No: (012) 337 1508
 Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF13@labour.gov.za

FOR ATTENTION NOTE : Sub-directorate: Human Resources Management, UIF
 Coloured Males, White Males, White Females, African Females, Coloured Females, Indian Males are encouraged to apply.

POST 13/27 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HR4/4/3/2ASDIA/UIF**

SALARY CENTRE REQUIREMENTS : R468 459 per annum
 Unemployment Insurance Fund, Pretoria
 An undergraduate qualification in Internal Auditing/ Auditing/ Accounting at (NQF Level 6) as recognized by SAQA. Four (4) years' experience of which two (2) years must be functional experience in Internal Auditing environment and two (2) years' experience at supervisory level. Registered with the institute of Internal Auditors. Knowledge: Conflict Management. Audit Techniques. Policy analysis. International Professional Practices Framework. International Standards for the professional Practice of Internal Auditing. Skills: Communication. Coordinating. Presentation. Conflict and Problem Solving. Planning and Organizing. Computer Literacy. Interpersonal. Team Leadership. Report Writing. Analytical. Self- Disciplined and Self-Management.

DUTIES : Provide inputs in the development of the three-year rolling and annual risk-based audit plans. Coordinate a strategic risk-based audit plan in the fund. Undertake consulting and assurance services. Coordinate the provision of support services to the audit committee. Liaise with external auditors on the

audit scope coverage. Manage resources (Human, Finance, Equipment/ Assets) in the section.

ENQUIRIES : Ms T Mabago Tel No: (012) 337 1790

APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF14@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

NOTE : Coloured Males, White Males, White Females, African Females, Coloured Females, Indian Males are encouraged to apply.

POST 13/28 : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: HR4/4/3/2ASDER/UIF**

SALARY : R468 459 per annum

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : An undergraduate Qualification (NQF Level 6) in Human Resources Management / Labour Relations Management / LLB as recognized by SAQA. A valid Driver License. Four (4) years' experience of which two (2) years must be functional experience in Labour Relations environment and two (2) years at a supervisory level. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Employment Equity Act (EEA). PSCBC and CCMA Procedure. Skills: Negotiation. People Management. Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing.

DUTIES : Coordinate Labour Relations cases in the fund (i.e. grievances, misconduct and Labour disputes). Facilitate the implementation the Implementation of Labour Relations, policies, guidelines, procedures and provide advice therefore. Coordinate and represent the department in disciplinary hearings, conciliations, arbitration and bargaining chambers (depending on the complexity of the case). Manage resources (Human, Finance, Equipment / Assets) in the section.

ENQUIRIES : Mr TD Modise Tel No: (012) 337 1976

APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF15@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

NOTE : Coloured Males, White Males, White Females, African Females, Coloured Females, Indian Males are encouraged to apply.

POST 13/29 : **ASSISTANT DIRECTOR: FACILITIES REF NO: HR 5/1/2/3/5**

SALARY : R468 459 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year tertiary qualification (on NQF Level 6) in Building Science/ Architecture/ Civil Engineering/Quantity Survey/ Facility Management/ Property Management. 4 years' functional experience in facilities and building management of which 2 years is supervisory experience. Knowledge: Compensation Fund business strategies and goals. Compensation Fund Value Chain and business processes. Public Service, Policies and procedures. Customer Services (Batho Pele Principles). Building/ engineering technical knowledge. Legislative Requirement: Occupational Health and Safety Act (OHS) relevant Regulations. CIDA. Public Service Regulations. Public service Act. National Environmental Management Act. Public Finance Management Act. National Treasury Regulations. National Building Regulations and Building Standard Act. National Building Regulations and Building Standard Act. Skills: Required Technical proficiency. Business Writing Skills. Decision making. Budgeting and Financial Management. Communication and Information Management. People and Performance Management. Planning and Organizing. Problem solving. Project or programme management. Team leadership.

DUTIES : Coordinate the implementation of preventative maintenance plans to support the objectives of the Fund. Coordinate and monitor the implementation of repairs and maintenance projects. Coordinate facilities related contractors. Management of resources.

ENQUIRIES : Mr MS Mokau at 060 971 4675

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-CF3@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 13/30 : **ASSISTANT DIRECTOR: BOARD AND CORPORATE SECRETARIAT POST REF NO: HR 5/1/2/3/6**

SALARY : R468 459 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification (on NQF Level 6) in Public Administration/ Office Administration/ Business Administration/ Commerce Law/ Office Management/ Public Management/ Administration Management: General. 4 years' functional experience in secretariat/ administration of which 2 years is supervisory. Knowledge: Department of Labour and Compensation Fund objectives. Public services, policies and procedures. Batho Pele Principles. Secretariat procedures and processes. King 4 Report. Compensation Fund policies. Legislative Requirements: COIDA Act. Public Service Regulations. Public service Act. Promotion of Access to Information Act. LRA, EE Act, SDA & BCEA. PFMA. POPI Act. Skills: Client orientation and customer focus. Good co-ordination skills. Good Organizational and administrative skills. Good interpersonal and stakeholder's liaison skills. Decision making. Self-Management. Communication (verbal and written) Report Writing. Minutes Writing. Computer Literacy. Leadership skills.

DUTIES : Coordinate secretariat services for Board, Sub-Committees of Boards and Management Committee (MANCO) meetings. Facilitate the administrative support and ensure compliance with governance. Coordinate administration support to board and sub-committees. Management of resources.

ENQUIRIES : Ms D Matabane Tel No: (012) 319 9218
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-CF11@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 13/31 : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITIONS REF NO: HR 5/1/2/3/7**

SALARY : R468 459 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year qualification (on NQF Level 6) in Supply Chain Management/ Logistics/ Purchasing Management. Bcom Law will be added advantage. 2 years' functional experience in SCM Contract Management and Demand and Acquisitions. 2 years' supervisory experience in SCM contract Management and Demand and Acquisitions. Knowledge: Compensation Fund Services. Dol and Fund policies and procedures. Relevant stakeholders. Customer Services (Batho Pele Principles). Technical knowledge. SAP Knowledge. COIDA. Public Service Act. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. Legislative Requirements: Preferential Procurement Policy Framework Act (PPPFA). PFMA. National Treasury Regulations (Practice Notes key) BBBEE procurement provisions. Skills: Required Technical proficiency in Supply Chain Management. Business Writing Skills. Decision making. Budgeting and Financial Management. Customer focus and Responsiveness. People and Performance Management. Planning and organizing. Problem solving. Team leadership. External Environmental Awareness.

DUTIES : Coordinate the establishment of different Bid committees. Coordinate the Bid Committee process. Coordinate the Contract Management process. Management of Resources in the sub-directorate.

ENQUIRIES : Mr S Hadebe at 060 683 4325

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-CF13@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 13/32 : **SENIOR PRACTITIONER: PHYSICAL AND INFORMATION SECURITY SERVICES REF NO: HR 4/ 4/3/1SPPISS/UIF**

SALARY : R397 116 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : An undergraduate qualification (NQF 6) as recognized by SAQA in Security Management/Risk Management. Private Security Industry Regulatory Authority (PSIRA) Grade B certificate. Two (2) years' experience of which one (1) year must be functional experience in security environment and one (01) year supervisory experience. Registered with Private Security Industry Regulatory Authority (PSIRA). Knowledge: Public Financial Management Act (PFMA). Security Management Public Service Regulations (PSR). Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Control of Access to Public Premises and Vehicle Act. National Intelligence Processes. Criminal Procedures Act. Disaster Management Occupational Health and Safety Act. Minimum Physical Security Standards. Minimum Information Security Standards. Skills: People Management. Problem Solving. Presentation. Planning and Organizing. Analysis. Communication. Computer Literacy. Report Writing. Creativity.

DUTIES : Verify the provision of physical security services. Verify the rendering of information security services. Maintain the access to the building and key control. Supervise resources (Human, Financial, Equipment/ Assets) in the section.

ENQUIRIES : Mr TP Lebetel Tel No: (012) 337 1749
APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF16@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF
NOTE : African Females, Indian Males, White Males and Indian Females, are encouraged to apply.

POST 13/33 : **TECHNICAL ASSISTANT: ELECTRICAL ENGINEERING REF NO: HR4/25/04/01 HQ**

SALARY : R397 116 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) years National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQF 7) in Electrical Engineering. Valid driver's licence No experience. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service and Regulations, OHS Act and Regulations, OHSAS, COIDA. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing listening and observation, Presentation, Innovative, Analytical, Research, Project management.

DUTIES : Provide inputs into the development of Occupational Health and Safety policies to ensure implementation of strategies to the Department of Labour. Support technical research on Occupational Health and Safety trends and bench marking. Provide technical assistance in the evaluation of applications for entities regularly as per OHS programme. Provide administrative support to ensure that the objectives of the directorate are fulfilled.

ENQUIRIES : Mr M Monyaki/ Ms T Thupe Tel No: (012) 309 4392/4393
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ10@labour.gov.za

POST 13/34 : **OHS INSPECTOR (X2 POSTS)**

SALARY : R397 116 per annum
CENTRE : Labour Centre: Sasolburg Ref No: HR 4/4/8/909 (X1 Post)
Labour Centre: Bethlehem Ref No: HR 4/4/8/910 (X1 Post)

- REQUIREMENTS** : Senior Certificate plus three (3) year recognised qualification (NQF6) /(NQF7) in the relevant field, i.e. Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. A valid driver's license. No experience required. Knowledge: Departmental policies and procedures. Occupational Health and Safety. Regulations (21). South African National Standards (Codes). Compensation for Occupational Injuries and Diseases Act. Unemployment Insurance Act.
- DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm legislations of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislations independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspections plans and reports including, execution of analysis and compilations of consolidates statistical reports on regional and allocated cases.
- ENQUIRIES** : Ms M Lelope Tel No: (016) 970 3200
Mr T Moholi Tel No: (058) 303 5293
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs2@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State
- POST 13/35** : **OHS INSPECTOR (X4 POSTS)**
- SALARY CENTRE** : R397 116 per annum
Labour Centre: Gqeberha Ref No: HR /05/02/01 (X1 Post)
Labour Centre: East London Ref No: HR/05/02/02 (X3 Posts)
- REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate plus a three (3) year tertiary qualification (NQF6) in Labour Relation/ B-Tech degree in Labour Relations(NQF7)/ LLB for BCEA or Electrical/Mechanical Engineering/ Environmental Health/ Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering for OHS. A valid driver license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
- DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
- ENQUIRIES** : Mr MC Njamela Tel No: (043) 702 7500, East London
Mr. MP Ngqolowa Tel No: (041) 506 5000, Port Elizabeth
- APPLICATIONS** : Deputy Director Labour Centre Operations: Private Bag X 9084, East London 5200 or hand or delivered at Cnr. Oxford & Hill Street, East London. Email: Jobs-EC8@labour.gov.za

Deputy Director Labour Centre Operations: Private Bag X6045, Port Elizabeth, 6000 or hand delivered at VSN Centre 116 -134 Govan Mbeki Avenue, Port Elizabeth; Email: Jobs-EC8@labour.gov.za

POST 13/36 : **OHS INSPECTOR: OCCUPATIONAL HEALTH & HYGIENE REF NO: HR 4/4/6/206**

SALARY CENTRE REQUIREMENTS : R397 116 per annum
: Labour Centre: Lephallale (Thabazimbi Satellite Office)
: Senior Certificate plus a three year recognized qualification at NQF6/7 SAQA recognized) in the relevant field i.e Occupational Hygiene/Environmental Health. A valid driver's license. Registration with the relevant, recognized professional body is an advantage but not compulsory. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, Regulations (21), South African National Standards (Codes_ - incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and Conduct advocacy campaigns on all labour legislations independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES APPLICATIONS : Ms TE Maluleke Tel No: (015) 290 1768
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
Or hand deliver at 42a Schoeman Street, Polokwane or Email address: Job-LEPH@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane

POST 13/37 : **OHS INSPECTOR: CIVIL AND CONSTRUCTION ENGINEERING (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R397 116 per annum
: Labour Centre: Lephallale Ref No: HR4/4/6/207 (X1 Post)
: Labour Centre: Jane Furse Ref No: HR4/4/6/208 (X1 Post)
: Labour Centre: Makhado Ref No: HR 4/4/6/209 (X1 Post)
: Senior Certificate plus a three-year qualification at NQF6/7 in the relevant field i.e. Construction. Registration with the relevant, recognized professional body is an advantage but not compulsory and a valid driver's license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, Regulations (21), South African National Standards (Codes_ - incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as State witness. Plan and

conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and Conduct advocacy campaigns on all labour legislations independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr. Ml Makgobola Tel No: (015) 290 1723
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
 Or hand deliver at 42a Schoeman Street, Polokwane or Email address: Job-LEPH@labour.gov.za (Lephalale)

For Jane Furse, Email: Job-JF@labour.gov.za
For Makhado, Email: Job-MAKH@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane

POST 13/38 : **SENIOR ADMINISTRATION OFFICER: PENSION ADMINISTRATOR REF NO: HR 4/4/6/205**

SALARY : R397 116 per annum
CENTRE : Modimolle Labour Centre
REQUIREMENTS : Three (3) year tertiary qualification at NQF6/7 SAQA recognized in Public Management / Public Administration / Social Science / OHS/ Finance / HRM. Two (2) years functional experience in a Pension administration / claims processing. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processed, Customer Service (Batho Pele Principles), Risk awareness, COID Tarriffs. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data capturing, Data and records management, Telephone skills and etiquette, Planning and organizing, Analytical thinking, Problem solving, Decision making.

DUTIES : Render Pension Administrative duties. Claims adjudication and processing.
ENQUIRIES : Mr. Ml Makgobola Tel No: (015) 290 1723
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
 Or hand deliver at 42a Schoeman Street, Polokwane or Email address: Job-MOD@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane

POST 13/39 : **OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR 4/4/6/203**

SALARY : R397 116 per annum
CENTRE : Labour Centre: Modimolle
REQUIREMENTS : Senior Certificate plus a three (3) year recognized qualification at NQF6/7 in the relevant field, i.e. Mechanical Engineering/ Mechatronic Engineering. Registration with the relevant, recognized professional body is an advantage but not compulsory. A valid driver's license. Knowledge: Department policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation Skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Communication Skills (Verbal and Written).

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns an all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including,

execution of analysis and compilation of consolidated statistical report on regional and allocated cases.

ENQUIRIES APPLICATIONS : Ms. TE Maluleke Tel No: (015) 290 1768
 : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
 Or hand deliver at 42a Schoeman Street, Polokwane or Email address: Job-MOD@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane.

POST 13/40 : **SENIOR PRACTITIONER: INDIVIDUAL RELATIONS REF NO: HR 5/1/2/3/8**

SALARY CENTRE REQUIREMENTS : R397 116 per annum
 : Compensation Fund, Pretoria
 : Three-year tertiary qualification at NQF Level 6 in Labour Relations/HRM/Labour Law/ LLB. 2 years' functional experience in Employee Relations/ Labour Relations. Knowledge: Compensation Fund business strategies and goals. Relevant stakeholders. Customer Service (Batho Pele Principles). Legislative Requirement: Constitution Act 108 of 1996 (amended). Public Service Act of 1994. Public Service Regulations. Employment Equity Act. Skills Development Act. Basic Conditions of Employment Act. COIDA. Public service Act. Occupational Health and Safety Act (OHSA). PFMA and National Treasury Regulations. Promotion of Access to Information Act. Promotion of Administrative Justice Act. Skills: Business Writing Skills. Decision making. Self-Management. Communication and Information Management. Continuous improvement. Customer Focus and Responsiveness. Planning and organizing. Problem solving. Employee Relations skills. Relevant Regulatory knowledge, Law and Legislation. Investigation and Critical Evaluation. Grievance and Dispute Resolution. Negotiation and mediation. Data Gathering and Analysis. Strategic Reporting. Data Integrity and Management. Stakeholder Development and Management.

DUTIES : Conduct and analyze all grievances and complains received from employees in the Fund. Draft charges for misconduct cases in the Fund. Represent the fund in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Monitoring information and records of all activities in the employment relations. Supervision of staff.

ENQUIRIES APPLICATIONS : Ms MC Kgare at 060 989 8691
 : 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-CF10@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 13/41 : **ADMIN OFFICER: VETTING REF NO: HR 5/1/2/3/9 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
 : Compensation Fund, Pretoria
 : Three-year tertiary qualification (on NQF Level 6) in Security Management/Security Risk Management/Computer Science/Policing. Private Security Industry Regulatory Authority-Grade C. 1-year functional experience in information security environment. Knowledge: Public Service Regulation. Dol and Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). COIDA. Occupational Health and Safety Act (OHS). Legislative Requirement: Minimum Information Security Standard. National Strategic Intelligence Act. Criminal Procedure Act. Promotion of Access to Information Act. Promotion of Administrative Justice Act. Protection of Personal Information Act. Protection of Information Act. Constitution of South Africa. Skills: Data Capturing. Telephone Skills and Etiquette. Security Skills. Communication (verbal and written). Investigate Skills.

DUTIES : Provide effective information security practices and compliance in the Fund. Protect and safeguard the Fund's information. Coordinate information security awareness in the Fund. Administer and facilitate pre-screening and vetting clearance applications process.

ENQUIRIES : Mr T Makubela Tel No: (012) 319 9166

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-CF16@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 13/42 : **CLAIMS ASSESSOR REF NO: HR4/4/02/02**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
 : Labour Centre: Rustenburg
 : Three-year tertiary qualification (NQF6 SAQA recognized) in Public Management/ Business Management/ Public Administration/ Business Administration/ Administration Management/ Management/ Financial Accounting/ Cost and Management Accounting/ Operations Management/ Production Management/ Auditing/ HRM/ Nursing. One (1) year functional experience in claims/ medical processing environment. Knowledge: Relevant Compensation policies, procedures and business process. Public Service Act and regulations. Customer Service (Batho Pele Principe's). COID Tariffs. Public Service charter. Approved COID Delegation. Promotion of Access to Information Act. Road Accident Fund (RAF) Act. PFMA and Treasury regulations. Skills (with related knowledge). Planning and organising. Problem Solving. Analytical. Decision making. Communication (written and verbal). Computer literacy. Good Client Relations. Interpersonal Relationship. Data and records management.

DUTIES : Adjudicate registered claims as per delegation's requirements. Prepare complex claims. Coordinate, capture and approve Compensation Benefits. Handle claims enquiries and advocacy sessions. Supervision of staff.

ENQUIRIES APPLICATIONS : Mr S Shongwe Tel No: (018) 387 8100
 : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW2@LABOUR.gov.za

POST 13/43 : **COID EMPLOYER AUDITOR REF NO: HR4/4/02/03**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
 : Labour Centre: Mmabatho Provincial Office
 : Three-year tertiary qualification (NQF6) National Diploma/ (NQF7) Bachelor' Degree in Financial Accounting/ BCOM Accounting/Accounting/ BCOM LAW/ BCOM in Commence. Knowledge: Departmental policies and procedures. Batho Pele Principles. Compensation of Occupational and injury Disease Act. (CODIA). OHS Act and regulations. UIA & UICA. Public Service Act. Public Service Regulations. Public Finance Management Act. (PFMA). Skills: Facilitation. Planning and organizing. Communication written and verbal. Computer literacy. Interpersonal. Innovation and creative.

DUTIES : Conduct payroll audit on employers in terms of COIDA. Investigate complaints made with COIDA within prescribed time frames. Issue enforcement notices on non-compliant employers within the prescribed time frames. Prepare documents for prosecution of non-compliant employers within the prescribed time frames. Prepare statistics on a weekly basis to report Performance.

ENQUIRIES APPLICATIONS : Mr S Shongwe Tel No: (018) 387 8100
 : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW3@LABOUR.gov.za

POST 13/44 : **STATE ACCOUNTANT: DEBTORS MANAGEMENT REF NO: HR4/4/3/1/SADM/UIF**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
 : Unemployment Insurance Fund, Pretoria
 : A three-year tertiary qualification at NQF6 in Accounting / Financial Management / Cost and Management Accounting / Public Finance Management / Internal Audit / Taxation. One (1) year functional experience in the Finance environment. Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Generally recognized Accounting Principles (GRAP).

- General Accepted Accounting Principles (GAAP). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Debtors Management. Financial Management. Skills: Accounting. Communication. Computer Literacy. Interpersonal. Time Management. Report Writing. Planning and Organizing. Numeracy. Analytical.
- DUTIES** : Maintain the debtor records. Follow up of outstanding debts including legal claims and third party collection. Prepare and review monthly reconciliations of non SARS debtors.
- ENQUIRIES APPLICATIONS** : Ms V Pillay Tel No: (012) 337 1499
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF17@labour.gov.za
- FOR ATTENTION NOTE** : Sub-directorate: Human Resources Management, UIF
: African Females, Indian Males, White Males and Indian Females, are encouraged to apply.
- POST 13/45** : **EMPLOYER AUDIT OFFICER REF NO: HR 4/4/7/24 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum
: Provincial Office: Mpumalanga
: Three- year National Diploma (NQF 6)/ Undergraduate Degree (NQF 7) in Labour Relations Management/ BCOM LAW/LLB/Internal Audit. One (1) year functional experience in Auditing. Knowledge: Departmental Policies and procedures, Batho Pele, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer Literacy, interpersonal, Problem Solving, interviewing skills, Communication Written and Verbal, Innovative, Analytical, Research, Project Management.
- DUTIES** : Perform Monitor the implementation of UIA and COIDA Programmes, Analyse the systems that provide expert advice on sector specific UIA & COIDA matter. Coordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.
- ENQUIRIES APPLICATIONS** : Mr ABM Mampuru Tel No: (013) 655 8700
: Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Hand delivered at Corner of Hoffmeyer and Beatty Avenue Emalahleni. Email: Jobs-MP-IES@LABOUR.gov.za
- POST 13/46** : **UI EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/6/204**
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum
: Provincial Office: Limpopo
: Three (3) year tertiary qualification (National Diploma NQF6)/ Undergraduate Bachelor Degree (NQF7) in Internal Audit/ Financial Accounting/ Cost and Management Accounting/ Financial Information System/ B. Com Accounting/ B. Compt Accounting/ B. Com Law/ LLB/ Financial Management. A valid motor vehicle driving license. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, NMWA, LRA, UI Contribution Act, Employment Equity Act, Inspectors Code of Conduct. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, interviewing listening and observation, Communication Written and Verbal, Innovative, Analytical, Research.
- DUTIES** : Conduct audits to determine compliance with UIA and UICA. Serve enforcement notices on non-complying employers. Refer non complying employers for prosecution. Provide support in the implementation of Advocacy Programs on the UIA and UIC Act.
- ENQUIRIES APPLICATIONS** : Mr. Ml Makgobola Tel No: (015) 290 1723
: Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Email address: Jobs-LP@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane.
- POST 13/47** : **MEDICAL CASE ADJUDICATOR: PROFESSIONAL NURSE (GRADE 1-3)**
- SALARY** : Grade 1: R324 384 – R382 107 per annum, (OSD)

		Grade 2: R396 132 – R466 623 per annum, (OSD) Grade 3: R476 367 – R610 662 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: Mmabatho Ref No: HR4/4/02/04 4 years' degree (NQF7)/ 3 years' diploma in Nursing (NQF6). Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Valid Driver's Licence is required. Grade 1: 2-9 years' experience gained after registration, Grade 2: 10-19 years' experience gained after registration & Grade 3: 20 years above experience gained after registration in trauma/emergency/internal medical/ general surgery/ Orthopaedics/ theatre at the regional public hospital level or private hospital, gained after registration. Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an added advantage. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions. Compensation Fund Services. Directorate or sub-directorate goals and performance requirements. Nursing legislations and related legal as well ethical nursing practices. Compensations Fund policies, procedure and processes. Stakeholders and customers. Customers Service (Batho Principles). COIDA tariffs. Technical knowledge. PFMA and national Treasury Regulations. Public Service Act. Skills: Rehabilitation. Analytical. Business. Financial management. Knowledge Management. Planning and Organizing. Problem solving and Analysis. Decision Making. Client Orientation and Customer Focus.
<u>DUTIES</u>	:	Coordinate early rehabilitation interventions according to beneficiaries needs. Provide early rehabilitation intervention according to beneficiaries' needs. Facilitate early to work and community re-integration programmes. Maintain relationships and empower all internal and external stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. MO Maluleke Tel No: (018) 387 8100 Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW4@LABOUR.gov.za
<u>POST 13/48</u>	:	<u>SENIOR ADMINISTRATION CLERK: EMPLOYER REGISTRATION REF NO: HR4/4/3/1SACER/UIF</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum Unemployment Insurance Fund, Pretoria Senior Certificate/ Grade 12. No experience required. Knowledge: Batho Pele Principles. Service Charter. Skills: Communication. Listening. Time Management. Computer Literacy. Interpersonal. Data Capturing.
<u>DUTIES</u>	:	Process the registration of employers. Process declaration forms of employees. Maintain employer's database. Provide general clerical support services within the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MS Matlou Tel No: (012) 337 1635 Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF18@labour.gov.za
<u>FOR ATTENTION NOTE</u>	:	Sub-directorate: Human Resources Management, UIF African Females, Indian Males, White Males and Indian Females, are encouraged to apply.
<u>POST 13/49</u>	:	<u>CLIENT SERVICE OFFICER: COID (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum Labour Centre: Carolina Ref No: HR4/4/7/26(X1 Post) Labour Centre: Vryburg Ref No: HR4/4/02/05(X1 Post) Labour Centre: Volkrust Ref No: HR4/4/7/33(X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations and Customer care (Batho Pele Principles). Skills: Computer literacy, Business writing skills, Listening skills, Telephone etiquette and Basic interpersonal skills.
<u>DUTIES</u>	:	Receive and verify documents for registration. Register the claims on the operational system. Assist employer services at the kiosk, online system and service centres. Handle all service related queries and complaints.
<u>ENQUIRIES</u>	:	Mr RL Mokoena Tel No: (017) 843 1077/2111/3190, (Caroline)

Mr SS Shongwe Tel No: (018) 387 8100, (Vryburg)
Mr M Makate Tel No: (017) 826 1883, (Volkrust)

APPLICATIONS : Deputy Director Labour Centre Operations: Private Bag X718 Carolina 1185, Landbou Building 20B Breytenbach Street, Carolina or email: Jobs-CRL@LABOUR.gov.za
Acting Deputy Director Labour Centre Operations: Private Bag X34, Piet Retief, 2380. Balalas Building, 42, Kotze Street, eMkhondo or email: Jobs-PRT@LABOUR.gov.za
Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW5@LABOUR.gov.za

POST 13/50 : **CLAIMS PROCESSOR REF NO: HR 4/4/8/911**

SALARY : R269 499 per annum
CENTRE : Provincial Office Free State
REQUIREMENTS : Grade 12 Certificate/ Three (3) years tertiary qualification (NQF7) Degree/ Diploma (NQF6) in Public Management/ Administration/ Social Science/OHS/ Finance/ HRM is required. 1-2 years' experience on Compensation or Medical Claims processing environment. Knowledge: Compensation Fund policies, procedure and processes, Relevant Stakeholders, Human anatomy/ Biology and medical terminology, Customer Service (Batho Pele Principles), COID tariffs, Public Service Charter, Approved COID Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Requires Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skill, Communication (written and verbal) Data Capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES : Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administrative duties.

ENQUIRIES : Mr S Zakwe Tel No: (051) 505 6300
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs4@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 13/51 : **CLIENT SERVICE OFFICER: UIF (X24 POSTS)**

SALARY : R269 499 per annum
CENTRE : Thaba- Nchu Satellite Office Ref No: HR 4/4/8/906 (X2 Posts)
Labour Centre: Bethlehem Ref No: HR/4/4/8/907 (X2 Posts)
Labour Centre: Sasolburg Ref No: HR 4/4/8/908 (X2 Posts)
Labour Centre: Mogwase Ref No HR4/4/02/07 (X2 Posts)
Labour Centre: Vryburg Ref No: HR4/4/02/07 (1X Post)
Labour Centre: Potchefstroom Ref No: HR4/4/02/08 (X1 Post)
Christiana Labour Centre Ref No: HR4/4/02/09 (X1 Post)
Labour Centre: Kokstad Ref No: HR4/4/5/5 (X2)
Labour Centre: Richmond Ref No: HR4/4/5/6(X1 Post)
Labour Centre: Ulundi Ref No: HR4/4/5/7 (X1 Post)
Labour Centre: Dundee Ref No: HR4/4/5/8(X1 Post)
Labour Centre: Ladysmith Ref No: HR4/4/5/9(X1 Post)
Labour Centre: Estcourt Ref No: HR4/4/5/10 (X1 Post)
Labour Centre: Mthatha Ref No: HR4/4/10/01 (X3 Posts)
Labour Centre: Kariega Ref No: HR4/4/10/02 (X3 Posts)

REQUIREMENTS : Grade 12\ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA) Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's vision, Mission and Values, Customer Care Principles, Procedures and Guidelines Skills: Interviewing, Communication (verbal and written), Listening, Computer Literacy, Customer Relations, Analytical, Time Management, Interpersonal, Telephone etiquette, on job training (operation system).

DUTIES : Provide screening service. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.

ENQUIRIES : Mr MJ Ngono Tel No: (051) 933 2299
Mr T Moholi Tel No: (051) 303 5293

Ms Lelope Tel No: (051) 970 3200
 Mr SS Shongwe Tel No: (018) 387 8100 (North-West)
 Mr S Ngqoza Tel No: (039) 727 2140 (Kokstad)
 Mr P Mtolo Tel No: (033) 212 2768 (Richmond)
 Mr T Nkosi Tel No: (035) 879 8800 (Ulundi)
 Ms T Khumalo Tel No: (034) 212 2421 (Dundee)
 Ms L Radebe Tel No: (036) 638 1900 (Ladysmith)
 Mr J Fakazi Tel No: (036) 352 7767 (Estcourt)
 Ms S Zaula Tel No: (047) 501 5600 (Mthatha)
 Ms W Koba Tel No: (041) 260 0608 (Kariega)

APPLICATIONS

: **Chief Director: Provincial Operations:** Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs1@labour.gov.za
Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW6@LABOUR.gov.za
Deputy Director: Kokstad Labour Centre, PO Box 260, Kokstad, 4700 or hand deliver at 59 Hope Street, Kokstad. For Online Applications Email to: Jobs-KZN1@Labour.gov.za
Deputy Director: Richmond Labour Centre, PO Box 852, Richmond, 3780 or hand deliver at 60 Shepstone Street, Richmond. For Online Applications Email to: Jobs-KZN2@Labour.gov.za
Deputy Director: Ulundi Labour Centre, Private Bag X56, Ulundi, 3838 or hand deliver at Unit A Wombe, Street Ulundi. For Online Applications Email to: Jobs-KZN3@Labour.gov.za
Deputy Director: Dundee Labour Centre, PO Box 445, Dundee, 3000 or hand deliver at 63 Victoria Street, Dundee. For Online Applications Email to: Jobs-KZN4@Labour.gov.za
Deputy Director: Ladysmith Labour Centre, Private Bag X9925, Ladysmith, 3370 or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN5@Labour.gov.za
Deputy Director: Estcourt Labour Centre, P O Box 449, Estcourt, 3310 or hand deliver at 75 Phillip Street, Estcourt. For Online Applications Email to: Jobs-KZN6@Labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X5080, Mthatha, 5100, Hand deliver at No.18 Corner of Madeira & Elliot Street Old Manpower Building, Mthatha, 5100. Email: Jobs-EC6@labour.gov.za
Deputy Director: Labour Centre Operations, P.O. Box 562 Kariega 6230, Hand deliver at 15A Chase Street, Kariega, 6230. Email: Jobs-EC3@labour.gov.za

POST 13/52

: **UI CLAIMS OFFICER (X4 POSTS)**

SALARY CENTRE

: R269 499 per annum
 : Labour Centre: Germiston Ref No: HR 4/4/4/02/04 (X2 Posts)
 : Labour Centre: Soshanguve Ref No: HR 4/4/4/02/03 (X1 Post)
 : Provincial Office: KZN Ref No HR4/4/5/26 (X1 Post)

REQUIREMENTS

: Grade 12/Senior Certificate. Experience: 0 to 6 months. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental Policies and procedures, Customer Care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.

DUTIES

: Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set times frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.

ENQUIRIES

: Ms S Ceaser Tel No: (011) 345 6300/ Mr T Nengwekhulu Tel No: (018) 632 4779
 Ms G Khomo Tel No: (031) 366 2331

APPLICATIONS

: **Chief Director: Provincial Operations:** PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No.47 Empire Road, Park town. Email: Jobs-GP6@labour.gov.za

Deputy Director: Provincial Operations: PO BOX 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN8@Labour.gov.za

POST 13/53 : **SENIOR ADMINISTRATION CLERK: ANTI-FRAUD AND ANTI-CORRUPTION REF NO: HR4/4/3/1SACAFAC/UIF**

SALARY CENTRE REQUIREMENTS : R228 321 per annum
: Unemployment Insurance Fund, Pretoria

REQUIREMENTS : Grade 12 Certificate. No experience required. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Promotion of Access to Information Act (PAIA). Unemployment Insurance Act (UIA). Unemployment Contributions Act (UICA). Skills: Minutes writing. Report writing. Analytical and Creativity. Planning and Organizing. Communication. Computer Literacy. Time Management. Interpersonal.

DUTIES : Render administrative support services to the fraud and corruption investigation processes. Provide an effective case administration. Provide logistical arrangements in the section.

ENQUIRIES APPLICATIONS : Mr GS Phoshoko Tel No: (012) 337 1978
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF19@labour.gov.za

FOR ATTENTION NOTE : Sub-directorate: Human Resources Management, UIF
: Coloured Females, Indian Females, White Males, White Females, African Males, Coloured Males and Indian Males are encouraged to apply.

POST 13/54 : **PERSONNEL OFFICER: HR OPERATION REF NO: HR 5/1/2/3/10**

SALARY CENTRE REQUIREMENTS : R228 321 per annum
: Compensation Fund, Pretoria

REQUIREMENTS : Matric/ Grade 12. Three-year qualification (on NQF Level 6) in Human Resource Management and an Introduction to PERSAL Certificate would be an added advantage. No Experience. Knowledge: Compensation Fund objectives and business functions. Directorate or sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value chain and business processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Risk Awareness. COIDA Act, Regulations and Policies. Human Resource planning procedure. Legislative Requirement: COIDA Act, Regulations and Policies. Public service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. General knowledge of the Public Service Regulations. Skills: Required Technical Proficiency. Business Writing Skills. Data Capturing. Data and records management. Telephone Skills and Etiquette.

DUTIES : Administer the filling of vacancies for the Fund. Administer HR Information system. Administer recruitment and selection activities. Safe keep HR records.

ENQUIRIES APPLICATIONS : Mr SV Radzuma/ Ms CL Mashishi Tel No: (012) 406 5723
: 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-CF20@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 13/55 : **ADMIN CLERK: LEGAL SERVICES REF NO: HR4/4/5/37**

SALARY CENTRE REQUIREMENTS : R228 321 per annum
: Provincial Office: KZN

REQUIREMENTS : Grade 12. Knowledge: Regulatory Knowledge, Law and Legislation, Data capturing, Collecting statistics, Compensation Fund business processes, procedure, policies, Customer Service (Batho Pele Principles), Technical Knowledge, Public Finance Management Act (PFMA), Promotion Access to Administrative Justice Act, Promotion of Access to Information Act, Labour Law, Road Accident Fund Act, The Constitution of RSA, COIDA Act. Skills: Computer Literacy, Interpersonal Relations, Communication (written & verbal), Attention to detail, Emotional Intelligence, Ethics and Governance, Team orientation.

DUTIES : Liaise with provinces and labour centres for the provision of required information and data. Manage correspondence and documentation. Render effective administrative support services.

ENQUIRIES APPLICATIONS : Dr N Kahla Tel No: (031) 366 2033
Senior Manager: Provincial Operations: PO BOX 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN9@Labour.gov.za

FOR ATTENTION : Sub-directorate: Deputy Director: Human Resource Operations, KwaZulu-Natal.

POST 13/56 : **SECURITY OFFICER REF NO: HR4/4/3/1SO/UIF**

SALARY CENTRE REQUIREMENTS : R193 359 per annum
Unemployment Insurance Fund, Pretoria
Grade 12. Private Security Industry Regulatory Authority (PSIRA) Grade C. No experience. Registered with Private Security Industry Regulatory Authority (PSIRA). Knowledge: Access to Public premises and vehicles Act. Private Security Industry Regulatory Authority Procedures. Evacuation Procedures. Minimum Information Security Standard (MISS). Minimum Physical Security Standards (MPSS). Batho Pele Principles. Public Service Regulation Act (PSR). Departmental policies and procedures. Skills: Verbal and written communication. Problem solving skills. Analytical skills. Computer skills. Good Interpersonal relations skills. Communication skills. Customer Care skills.

DUTIES : Provide Physical security services. Render information security services. Render access to the building and key control.

ENQUIRIES APPLICATIONS : Mr TP Lebeta Tel No: (012) 337 1749
Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF20@labour.gov.za

FOR ATTENTION NOTE : Sub-directorate: Human Resources Management, UIF
Coloured Females, Indian Females, White Males, White Females, African Males, Coloured Males and Indian Males are encouraged to apply.

POST 13/57 : **MESSENGER / DRIVER REF NO: HR4/4/3/1MD/UIF**

SALARY CENTRE REQUIREMENTS : R193 359 per annum
Unemployment Insurance Fund, Pretoria
Grade 10. Valid driver license. No experience required. Knowledge: National Traffic Regulations. Public Service Regulations (PSR). Public Finance Management Act (PFMA). Public Service Act (PSA). Batho Pele Principles. Interpretation (ability to interpret road signs and map book). Pre-Trip Inspection / Vehicle Safety Inspection. Rules of the road. Skills: Analysis. Communication (verbal and written). Computer Literacy. Listening. Interpretation (ability to interpret road signs and map book). Pre- Trip Inspection / Vehicle Safety Inspection. Driving.

DUTIES : Drive light and medium motor vehicle to transport passengers and delivery other items e.g mail and documents. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render clerical support/ messenger service in the relevant office.

ENQUIRIES APPLICATIONS : Mr DS Mohlala Tel No: (012) 337 1417
Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF21@labour.gov.za

FOR ATTENTION NOTE : Sub-directorate: Human Resources Management, UIF
Coloured Females, Indian Females, White Males, White Females, African Males, Coloured Males and Indian Males are encouraged to apply.

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT
The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.
- FOR ATTENTION** : Human Resource Management
- CLOSING DATE** : 30 April 2025
- NOTE** : Application must be submitted on a signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 13/58** : **DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: CFO11/2025**
- SALARY** : R1 216 824 per annum, (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification in Accounting/ Auditing or relevant qualification within the Financial Management field on (NQF7) as recognized by SAQA. A minimum of 5 (five) years of experience at middle/senior managerial level within the relevant field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge of Financial prescripts (MCS and GRAP), Knowledge of Public Service financial legislative frameworks; Public Finance Management Act; National Treasury Regulations (Directives, Instruction notes and guidelines); Budget Management processes and procedures and Supply Chain Management Framework. Knowledge on International Accounting Standards.

Knowledge on International Auditing Standards. Knowledge of Government Financial systems (PERSAL, LOGIS, BAS). Knowledge of asset management, procurement and business practices. Knowledge of strategic planning and budgeting; Auditing and Risk management. Stakeholder engagement; Strategic Capability and Leadership; Programme and Project Management; Financial Management; People Management and Empowerment. Ability to gather and analyse information. Ability to develop, interpret and apply policies, strategies and legislation. Good Communication skills (written and spoken); Problem Solving and Analysis skills; good organising and planning skills.

DUTIES

: Ensure effective monitoring of compliance with the Treasury Regulations, Modified Cash Standard or Generally Recognised Accounting Practice (GRAP) and other Prescripts impacting on Finance and Supply Chain Management (SCM). Ensure sound internal controls and reporting systems. Assess internal controls on finance and supply chain systems for non-compliance. Monitor and evaluate compliance processes with relevant policies and procedures. Monitor and review of policies, delegations and business processes within Finance and SCM. Provide a framework for financial risk assessment. Develop and oversee systems for uniform handling of non-compliance issues and proper reporting. Develop/implement corrective action plans to address control weaknesses. Ensure effective audit coordination, both for Internal Audit and the office of the Auditor-General of South Africa. Coordinate the development, monitoring and evaluation of Audit Action Plans derived from internal and external audit findings. Ensure progress report over the compliance objectives and the implementation of action plans are submitted. Provide strategic advice/support to the Chief Financial Officer in respect to Audits and Financial Management. Oversee timely resolution of audit queries. Manage the provision of Fraud Prevention and Loss Management. Conduct determination tests on reported cases of irregular and fruitless and wasteful expenditure. Analyse quarterly and annual financial reports. Provide monthly report to National Treasury and the CFO on reported cases of irregular and fruitless and wasteful expenditure. Provide effective financial systems and support services. Provide advice on the implementation of financial management policies, processes (manual and automation initiatives), procedures, standards, systems and practices. Ensure good governance in line with treasury guidelines and regulations and the PFMA. Overseeing and monitoring the implementation of the compliance programs.

ENQUIRIES

: Ms P Diphaha Tel No: (012) 399 9602/ (012) 399 8635

APPLICATIONS

: CFO11-2025@dffe.gov.za

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 05 May 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 13/59** : **FAMILY ADVOCATE LP7-LP8 REF NO: 2025/01/MP**
This is a re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY** : R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidates will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: KwaMhlanga Magistrate Office
An LLB Degree or recognized 4-year legal qualification. Admitted as an Advocate / Attorney; At least 5 years appropriate post qualification, litigation and family law experience. A valid driver's license. Skills and competencies: Good communication skills (verbal and written); Litigation and Advocacy skills; Legal research and drafting; Dispute resolution; Case flow management and Mediation.
- DUTIES** : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Endorse settlement agreements or commenting thereon; Institute and conduct enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Deal with Hague matters and all relevant circuit courts within the province.
- ENQUIRIES APPLICATIONS** : Ms NC Maseko at 083 284 9056
Quoting the relevant reference number, direct your application to; The Provincial Head, Private Bag X11249, Nelspruit, 1200 or 24 Brown Street, 4TH Floor Nedbank Centre Nelspruit, 1200.

- POST 13/60** : **SENIOR LEGAL ADMINISTRATION OFFICER: (MR-6) REF NO: 24/71/DG**
This is a re-advertisement
- SALARY** : R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: An LLB Degree or 4 years recognized legal qualification; At least 8 years appropriate post qualification legal experience; Knowledge of the South African Legal System, Legal Practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions and the State Liability Act, Superior Courts Act and Magistrates Court Act; Knowledge and experience in Office Administration. Skills and Competencies: Legal research; Legal drafting; Applied strategic thinking; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Team leadership.
- DUTIES** : Key Performance Areas: Provide guidance and advice on various legal and policy frameworks and regulations; Provide legal advice for the Office of the Director-General; Coordinate Statutory Structures of which the Director-General is responsible; Attend meetings and workshops as required, providing support as required and monitor decisions; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr S Maeko Tel No: (012) 315 1996
: 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.
- POST 13/61** : **STATE ACCOUNTANT: FINANCE REF NO: 25/01/KZN**
This is a re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY** : R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Durban
: An appropriate Degree in Financial Accounting/ Management or equivalent qualification at NQF level 6; A minimum of 3 years working experience in a finance environment; Knowledge of Public Financial Management Act (PFMA) and National Treasury Regulations, Financial Instructions and Directives. Skills and competencies: Knowledge of BAS, Planning and organizing, Ability to implement internal systems and controls; Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel and PowerPoint), Customer focus and responsiveness, Ability to work under pressure, Ability to work in a team and independently, Creative and Innovation skills, Financial management skills.
- DUTIES** : Key Performance Areas: Effective management of budget in accordance with the relevant prescripts which includes budget capturing, budget management, budget reporting. Effective management of expenditure in accordance with relevant prescripts, this includes processing of approved payments, Petty cash and PAYE. Effective management of Revenue in accordance with the relevant prescripts, this includes receipting and banking of all monies received due to the department. Effective participation during the audit performance by Internal/External auditors. Supervise and manage Accounting Clerks within Finance.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address.

- POST 13/62** : **STATE ACCOUNTANT: SALARIES & MISCELLANEOUS PAYMENTS REF NO: 25/02/KZN**
This is a re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY** : R325 101 - R382 959 per annum, The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Durban
: An appropriate Degree in Financial Accounting/ Management or equivalent qualification at NQF level 6; A minimum of 3 years working experience in a finance environment; Knowledge of Public Financial Management Act (PFMA) and National Treasury Regulations, Financial Instruction and Directives. Skills and competencies: Knowledge of PERSAL, Planning and organizing, Ability to implement internal systems and controls; Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel and PowerPoint), Customer focus and responsiveness, Ability to work under pressure, Ability to work in a team and independently, Creative and Innovation skills, Financial management skills.
- DUTIES** : Key Performance Areas: Effective management of Subsistence and travel allowance claims in accordance with the relevant prescripts; this includes checking of correctness, calculating and approval/authorizing. Effective management of all salary related transactions in accordance with the relevant prescripts, this includes checking, calculating and approval/authorizing of all salary related transactions. Effective participation during the audit performance by Internal/External auditors. Supervise and manage accounting clerks within the section.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address.
- POST 13/63** : **ACCOUNTING CLERK REF NO: 25/03/KZN**
This is a re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY** : R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court, Pietermaritzburg
: Grade 12 (Senior Certificate) or equivalent qualification with one of the following as a passed subject (Maths or Accounting). Skills and Competencies: Communication Skills (Verbal & Written); Interpersonal relations; Computer literacy; Numerical Skills; Ability to work under pressure and be self- motivated; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Render financial accounting transactions; Bookkeeping support services; Render budget support services; Capture all financial transactions (e.g payments and receipts); Compile statistics and attend to external and internal enquiries; Assist with general office duties.
- ENQUIRIES APPLICATIONS** : Ms N.F Nkosi Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 13/64** : **COURT INTERPRETER: REF NO: 25/04/KZN**
This is a re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY** : R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Magistrate Offices, Pinetown
: Grade 12 or equivalent qualification; Proficiency in English and two or more indigenous languages; Language requirement: IsiZulu and IsiXhosa (indigenous languages) are compulsory; Three months Practical experience and driver's license will be an added advantage. Applicants will be subjected to a Language test. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational

DUTIES

skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.

: Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.

ENQUIRIES

: Ms V Mlandeliso Tel No: (031) 372 3000

APPLICATIONS

: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



- CLOSING DATE** : 02 May 2025 at 16H00
- NOTE** : Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). 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-entry-programme/>. Note: For emailed applications, please submit a single document or one attachment per application to the email address designated for the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted.

OTHER POSTS

- POST 13/65** : **CHIEF QUANTITY SURVEYOR (GRADE A) REF NO: 2025/15**
- SALARY** : R1 099 488 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

<u>CENTRE REQUIREMENTS</u>	<p>: Kimberley Regional Office</p> <p>: A BSC Degree in Quantity Surveying or relevant qualification. Six years post qualification Quantity Survey experience Required. Compulsory registration with SACQSP as a professional Quantity Surveyor. Be in possession of a valid driver's license. Knowledge: Experience in conducting Feasibility Studies would be advantageous as well as knowledge of the Real Estate Industry and Asset Management. A good understanding and competence in the context of the built environment. Developed knowledge and understanding of National Government's responsibility to improve access to Government services. Legislative and legal aspects of built environment developments and informed decision-making. Knowledge of construction contract law to the extent applied in the profession is also important. The understanding and application of various facets of the quantity surveyor practice, including knowledge of construction methods, techniques and systems applied in full spectrum of the quantity survey profession. Skills: Well-developed project management, Quantity Surveying, analytical, planning, legal compliance, interpersonal, communication, executive report-writing and presentation skills as well as computer literate and capable of operating the MS Office Suite. Must be an innovative and creative thinker, resourceful, people orientated, assertive, hard-working and self-motivated, be able to use Professional judgment in decision making and be able to work under pressure. Must have the ability to conduct cost estimation on small, large and mega projects as well as to project life cycle costing in support of property and projects- related feasibility studies, capital budgeting techniques and the development of capital breakdown structures.</p>
<u>DUTIES</u>	<p>: Apply the policies, methods, practices and standards as well as ensure compliance with Departmental space and cost norms requirements and legislation. Using inputs from a multidisciplinary team, prepare cost estimates on building projects or existing and proposed built infrastructure, consultants' designs, drawings and details against best practice norms as applicable to new installations, rehabilitation, refurbishment, upgrades and/or maintenance contracts. Assess standards of installation, operations, maintenance and records in relation to costs. Determine the cost efficiency of projects and its life cycle costs and advise on optimizing building costs and time. Advise on the economic life of existing systems and built infrastructure. Provide support to inform feasibility studies in the evaluation of the effectiveness and efficiency of existing and proposed built infrastructure including cost and time implications. Visit building sites to assess and develop technical reports. Make recommendations on value-enhancing strategies for the government property portfolio. Project manages the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Make forecast on the performance of state fixed assets while considering micro and macro-economic policies and the impact thereof on state investment and the property industry. Conduct sensitivity analysis to enable the formulation of proactive strategies for optimum portfolio management. Assess the financial and socio-economic benefits for all property investment/disinvestment option. Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation. Provide inputs into the development of business processes and guidelines for making sound investment decisions. Executive report writing.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>: Mr. S Cosa Tel No: (053) 838 5356</p> <p>: Kimberley Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301. Or Hand Deliver at 21-23 Market Square, Old Magistrate Building, Kimberley, 8301 or email to: RecruitKIM25-02@dpw.gov.za</p>
<u>FOR ATTENTION NOTE</u>	<p>: Ms. V Tidikwe</p> <p>: People with disabilities are encouraged to apply.</p>
<u>POST 13/66</u>	<u>PROFESSIONAL MECHANICAL ENGINEER (GRADE A) REF NO: 2025/16</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R879 342 per annum, (all-inclusive OSD salary package)</p> <p>: Kimberley Regional Office</p> <p>: Engineering degree in mechanical engineering (B Eng/ BSC (Eng) or relevant qualification. Three (03) years post qualification engineering experience required. Valid motor vehicle driving license. Compulsory registration with ECSA as a Professional Engineer. Knowledge of Mechanical Engineering best practice in the construction industry, design codes, standards and NDPWI manuals and guideline documents. Engineering design and analysis</p>

knowledge. Programme and Project Management, extensive knowledge of all mechanical engineering aspects of the building and construction environment, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Ability to undertake critical review/analysis and provide technical advice, research and development, proficient in computer-aided engineering applications, ability to maintain integrity of confidential information, financial administration, effective verbal communication, advanced technical report writing, numeracy, computer literacy, planning and organising, relationship management, programme and project management, interpersonal and diplomacy skills, problem solving, decision making, motivational skills, conflict resolution, negotiation skills, analytical thinking, innovative, creative, solution orientated, ability to work under stressful situations, ability to communicate at all levels, people oriented trustworthy, assertive, hard-working, ability to work independently, prepared to travel. Willing to adapt to working schedule in accordance with office requirements.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects, develop cost effective solutions according to standards, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, develop tender specifications, ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice, approve engineering works according to prescribed norms and standards. Human capital development: Developing solutions and to provide recommendations and costs. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer, adherence to sound engineering principles and code of practice. Creating high performance culture. Supervise the engineering work and processes, administer performance management and development. Conduct Office administration which includes budget planning, management of resources. Prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for the procurement of goods and services. Research and development: Continuous professional development to keep up with new technologies and procedures, research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr. S Cosa Tel No: (053) 838 5356
APPLICATIONS : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver at 21-23 Market Square, Old Magistrate Building Kimberley 8301 or email to: RecruitKIM25-03@dpw.gov.za

FOR ATTENTION : Ms. V Tidikwe

POST 13/67 : **CONSTRUCTION PROJECT MANAGER PRODUCTION GRADE A REF NO: 2025/17**

SALARY : R879 342 per annum, (all-inclusive OSD salary package)
CENTRE : Pretoria Regional Office
REQUIREMENTS : National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience. BTech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.

DUTIES : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to

Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

ENQUIRIES APPLICATIONS : Mr D Sewada Tel No: (012) 310 5030
 : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria or email to: RecruitPTA25-01@dpw.gov.za

FOR ATTENTION : Ms K. Tlhapane/ Ms MC. Lekganyane

POST 13/68 : **CHIEF ARTISAN: CARPENTRY WORKSHOP REF NO: 2025/18**

SALARY CENTRE REQUIREMENTS : R480 261 per annum, (OSD Salary)
 : Pretoria Regional Office
 : Appropriate Trade Test Certificate. Ten years post qualification experience required as an Artisan/Artisan Foreman in Carpentry. Knowledge of the PFMA and the OHSA. Knowledge of Project Management, Technical design and analysis. Knowledge: Computer-aided technical applications, knowledge of legal compliance, technical report writing, technical consulting, Production, process knowledge and skills. A valid driver's License.

DUTIES : Effective supervision of day-to-day activities of the workshop, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, monitor the removal of refuse and office furniture at state buildings, attend maintenance related meetings with client departments. Assist with financial and procurement administration process of workshops. Manage staff according to the PMDS. Compile reports on Workshop activities

ENQUIRIES APPLICATIONS : Mr S. Kutu Tel No: (012) 310 5993
 : The Regional Manager, Department of Public Works Private BagX229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria or email to: RecruitPTA25-02@dpw.gov.za

FOR ATTENTION : Ms K Tlhapane/ Ms MC. Lekganyane

POST 13/69 : **ARTISAN FOREMAN: CARPENTRY WORKSHOP REF NO: 2025/19**

SALARY CENTRE REQUIREMENTS : R382 047 per annum, (OSD Salary)
 : Pretoria Regional Office
 : Appropriate Trade Test Certificate. Five years post qualification experience as an Artisan. Valid driver's license. Knowledge of OHSA Act. A valid driver's license. Installation Rules.

DUTIES : Spot check technical faults for repairs or maintenance required. Oversee and ensure that quotations are received and purchase required equipment and materials. Oversee and ensure that the maintenance and faults repair registers updated. Report writing. Repairs of faults.

ENQUIRIES APPLICATIONS : Mr S. Kutu Tel No: (012) 310 5993
 : The Regional Manager, Department of Public Works Private BagX229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria or email to: RecruitPTA25-03@dpw.gov.za

FOR ATTENTION : Ms K Tlhapane/ Ms MC. Lekganyane

POST 13/70 : **ARTISAN: MECHANICAL (FITTER/ FITTER AND TURNER) WORKSHOP REF NO: 2025/20**

SALARY CENTRE REQUIREMENTS : R243 597 per annum, (OSD Salary)
 : Pretoria Regional Office
 : Appropriate Trade Test Certificate. Knowledge of OHSA Act. Knowledge of operation of equipment, tools and materials. Knowledge of general built environment. A valid driver's license.

DUTIES : Maintain and repair technical faults related to carpentry according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Keep and maintain job record/register of maintained and repaired faults. Report writing.

ENQUIRIES : Mr S. Kutu Tel No: (012) 310 5993

APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria or email to: RecruitPTA25-04@dpw.gov.za

FOR ATTENTION : Ms K. Tihapane/ Ms C. Lekganyane

POST 13/71 : **ARTISAN: CARPENTRY WORKSHOP REF NO: 2025/21**

SALARY : R243 597 per annum, (OSD Salary)

CENTRE : Pretoria Regional Office

REQUIREMENTS : Appropriate Trade Test Certificate. Knowledge of OHSA Act. Knowledge of operation of equipment, tools and materials. Knowledge of general built environment. A valid driver`s license.

DUTIES : Maintain and repair technical faults related to carpentry according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Keep and maintain job record/register of maintained and repaired faults. Report writing.

ENQUIRIES : Mr S. Kutu Tel No: (012) 310 5993

APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria or email to: RecruitPTA25-05@dpw.gov.za

FOR ATTENTION : Ms K. Tihapane/ Ms C. Lekganyane

STATISTICS SOUTH AFRICA

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear or favour), Administrative competence: The ability of bringing it all together.



- APPLICATIONS** : All applications must be submitted online on the following link:
www.statssa.gov.za/recruitment
- CLOSING DATE** : 30 April 2025
- NOTE** : Applications must be submitted online and must be completed in full on all fields including the declaration part. Clear indication of the internship post and reference number that is being applied for must be stated. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and copies of qualifications, ID and driver's licence (where applicable) must be uploaded on the system. Such copies need not be certified when applying for a post. Only shortlisted candidates for a post will be required to submit certified documents on or before the day the interview following communication from HR. Failure to complete the required fields or submit all required documentation will automatically disqualify the applicant. Shortlisted candidates will be subjected to suitability checks. SAQA evaluation certificate must accompany foreign qualifications. Correspondence will be limited to shortlisted candidates only. Applications that do not comply with the above-mentioned requirements will not be considered. General information: Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

INTERNSHIP PROGRAMME: TWENTY-FOUR (24) MONTHS

Statistics South Africa invites unemployed South African graduates to apply for the 2025/27 Internship Programme. Graduates must be in possession of a completed National Diploma / Bachelor's degree/ Honour's degree/ Master's degree in the below-mentioned disciplines/ fields. The fields of study must be from an accredited institutions of higher learning. The applicants must not have previously participated in an internship programme in the Public Service.

OTHER POSTS

- POST 13/72** : **INTERN: STATISTICS REF NO: 01/04/25HO**
- STIPEND** : R94 326 per annum
- CENTRE** : Head Office
- REQUIREMENTS** : A qualification in Statistics/ Mathematics/ Mathematical Statistics/ Applied Statistics/ Demography or related fields
- ENQUIRIES** : Mr C Mamabolo Tel No: (012) 310 6941 and Mr C Letswalo Tel No: (012) 310 8476
- POST 13/73** : **INTERN: DATA SCIENCE REF NO: 02/04/25HO**
- STIPEND** : R94 326 per annum
- CENTRE** : Head Office
- REQUIREMENTS** : A qualification in Data Science/ Data Analytics/ Data Quality Management/ Data Processing/ Statistics/ Information Management or related fields
- ENQUIRIES** : Mr C Mamabolo Tel No: (012) 310 6941 and Mr C Letswalo Tel No: (012) 310 8476
- POST 13/74** : **INTERN: TOTAL QUALITY MANAGEMENT REF NO: 03/04/25HO**
- STIPEND** : R94 326 per annum
- CENTRE** : Head Office

REQUIREMENTS : A qualification in Total Quality Management/ Project Management/ Project Monitoring & Evaluation/ Economics or related fields

ENQUIRIES : Mr C Mamabolo Tel No: (012) 310 6941 and Mr C Letswalo Tel No: (012) 310 8476

POST 13/75 : **INTERN: MONITORING & EVALUATION REF NO: 04/04/25HO**

STIPEND : R94 326 per annum
CENTRE : Head Office
REQUIREMENTS : A qualification in Monitoring & Evaluation, Statistics/ Data Science/ Data Analysis/ Demography/ Population Studies/ Geography/ Project Management or related fields

ENQUIRIES : Mr C Mamabolo Tel No: (012) 310 6941 and Mr C Letswalo Tel No: (012) 310 8476

POST 13/76 : **INTERN: DEMOGRAPHY & POPULATION STUDIES REF NO: 05/04/25HO**

STIPEND : R94 326 per annum
CENTRE : Head Office
REQUIREMENTS : A qualification in Population Studies/ Demography/ Social Science/ Economics/ Statistics or related fields

ENQUIRIES : Mr C Mamabolo Tel No: (012) 310 6941 and Mr C Letswalo Tel No: (012) 310 8476

POST 13/77 : **INTERN: COMPUTER SCIENCE/ INFORMATION COMMUNICATION TECHNOLOGY NO: 06/04/25HO**

STIPEND : R94 326 per annum
CENTRE : Head Office
REQUIREMENTS : A qualification in Computer Science/ Information Communication Technology/ Networking/ Software Development/ Information Systems/ Informatics or related fields

ENQUIRIES : Mr C Mamabolo Tel No: (012) 310 6941 and Mr C Letswalo Tel No: (012) 310 8476

POST 13/78 : **INTERN: GEOGRAPHY/ GIS REF NO: 07/04/25HO**

STIPEND : R94 326 per annum
CENTRE : Head Office
REQUIREMENTS : A qualification in Geography/ Environmental Science/ Geographical Information Systems/ Geomatics/ Cartography or related fields

ENQUIRIES : Mr C Mamabolo Tel No: (012) 310 6941 and Mr C Letswalo Tel No: (012) 310 8476

POST 13/79 : **INTERN: ECONOMICS/ ECONOMETRICS REF NO: 08/04/25HO**

STIPEND : R94 326 per annum
CENTRE : Head Office
REQUIREMENTS : A qualification in Economics/ Econometrics/ Business Economics/ Statistics/ Accounting/ Finance or related fields

ENQUIRIES : Mr C Mamabolo Tel No: (012) 310 6941 and Mr C Letswalo Tel No: (012) 310 8476

POST 13/80 : **INTERN: BRAND VISUALISATION/ GRAPHIC DESIGN REF NO: 09/04/25HO**

STIPEND : R94 326 per annum
CENTRE : Head Office
REQUIREMENTS : A qualification in Graphic Design/ Visual Communication/ Multimedia Design or related fields.

ENQUIRIES : Mr C Mamabolo Tel No: (012) 310 6941 and Mr C Letswalo Tel No: (012) 310 8476

POST 13/81 : **INTERN: COMMUNICATION/ JOURNALISM REF NO: 10/04/25HO**

STIPEND : R94 326 per annum
CENTRE : Head Office

REQUIREMENTS : A qualification in Communication/ Journalism/ Media Studies/ Public Relations/ Communication Studies or related fields

ENQUIRIES : Mr C Mamabolo Tel No: (012) 310 6941 and Mr C Letswalo Tel No: (012) 310 8476

POST 13/82 : **INTERN: LANGUAGE PRACTICE NO: 11/04/25HO**

STIPEND : R94 326 per annum

CENTRE : Head Office

REQUIREMENTS : A qualification in Language Practice/ Linguistics/ BA majoring in English and any of the official African Languages or related fields

ENQUIRIES : Mr C Mamabolo Tel No: (012) 310 6941 and Mr C Letswalo Tel No: (012) 310 8476

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : Applications can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 05 May 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department, the dtic website or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. Shortlisted candidates will be subjected to a technical exercise and the selection panel for the SMS position will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Background verification, social media checks, and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dtic reserves the right not to fill any advertised position(s). the dtic is an equal opportunity affirmative action employer.

MANAGEMENT ECHELON

- POST 13/83** : **CHIEF DIRECTOR: REGULATORY POLICY AND LEGISLATION REF NO: RB-038**
- SALARY** : R1 436 022 per annum (Level 14), all-inclusive remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : A qualification at NQF level 7, as recognised by SAQA, in Law, Economics, Political Science or related field. A minimum of 5 years' experience at a senior managerial level in a Law, Economics or Political Science environment.
- DUTIES** : Oversee identification, development and review of regulatory policies and legislation. Lead regulatory impact assessments and manage policy development projects. Provide leadership in various laws including consumer, corporate, liquor, lottery and IP laws. Develop strategic direction for policy implementation and oversee stakeholder interactions. Provide policy direction to regulatory bodies and assess legislative effectiveness. Manage and provide guidance on regulatory policy and legislation litigation related matters. Coordinate policy inputs and represent the department in national and international forums. Lead consultations, public hearings, prepare position papers, and manage responses to Parliament. Provide leadership and policy support to various statutory committees such as Specialist Committee on Company Law etc. Oversee legislative drafting processes, manage consultations, and facilitate approvals. Manage financial, human and strategic

		resources of the Chief Directorate. Monitor and report on the implementation of plans and legislative programs.
<u>ENQUIRIES</u>	:	Mr L Mabokela Tel No: (012) 394 1310
<u>POST 13/84</u>	:	<u>DIRECTOR: ACCOMMODATION MANAGEMENT SERVICES REF NO: CMSB-024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package) Pretoria A qualification at NQF level 7, as recognised by SAQA, in a Facility Management, Engineering or related field. PSIRA Grade A. 5 years of experience at middle/senior management in a Facility Management environment.
<u>DUTIES</u>	:	Develop and implement policies and strategies for effective facilities management. Oversee office space allocation, asset management, building maintenance, and utilities. Manage lease agreements and ensure compliance with legislative requirements, including Public-Private Partnership (PPP) frameworks. Drive cost efficiency in operations while ensuring a conducive working environment. Develop, implement, and monitor security strategy, policies and procedures in line with Minimum Information Security Standards (MISS) and Minimum Physical Security Standards (MPSS). Ensure effective access control, surveillance systems, and physical security measures. Conduct security risk assessments, manage emergency response protocols, and coordinate security operations with law enforcement agencies. Ensure a robust personnel vetting and background screening process in collaboration with the State Security Agency (SSA). Oversee risk profiling, security clearance applications. Establish and maintain a compliant OHS framework in line with the Occupational Health and Safety Act. Conduct regular risk assessments, develop, implement and monitor safety strategy, oversee fire safety protocols, and ensure effective emergency preparedness, including evacuation drills and first aid readiness. Promote a safe and healthy workplace through awareness programs and compliance monitoring. Oversee the budget planning, expenditure control, and resource allocation for the Directorate. Provide strategic input into policy development and ensure alignment with organizational goals. Lead and manage a team of professionals to drive efficiency and service excellence.
<u>ENQUIRIES</u>	:	Mr L Mabokela Tel No: (012) 394 1310
<u>POST 13/85</u>	:	<u>DIRECTOR: COMPLIANCE AND ENFORCEMENT (NON-PROLIFERATION) REF NO: TPN&C-064</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package) Pretoria A qualification at NQF level 7, as recognised by SAQA, in Legal, International Politics, Science or related field. Minimum of 5 years at a middle/senior managerial level in Compliance and Enforcement or a regulatory environment in the public/private sector.
<u>DUTIES</u>	:	Implement compliance programmes and ensure alignment with international obligations. Conduct inspections, investigations and support international verification visits. Enforce non-proliferation legislation and manage permit systems. Liaise with industry and enforcement authorities to ensure compliance. Engage with international bodies and represent SA in non-proliferation platforms. Maintain relationships through MOUs, SLAs, and other agreements. Manage financial and human resources and strategic planning for the unit. Ensure effective administrative support to the South African Council for the Non-Proliferation of Weapons of Mass Destruction. Review and benchmark policies and methodologies. Maintain and enhance the online registration and permit system. Ensure cybersecurity compliance through regular assessments.
<u>ENQUIRIES</u>	:	Mr L Mabokela Tel No: (012) 394 1310
<u>POST 13/86</u>	:	<u>DIRECTOR: FORENSIC AUDIT REF NO: ODG-027</u>
<u>SALARY CENTRE</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package) Pretoria

- REQUIREMENTS** : A qualification at NQF level 7, as recognised by SAQA, in Forensic Auditing or related field. Minimum of 5 years' experience at middle/senior managerial level in a Forensic Auditing environment.
- DUTIES** : Oversee forensic audit allocations and review draft and final investigation reports. Engage with the forensic panel and coordinate investigations. Review forensic registers and manage case submissions and allocations. Manage feedback to PSC on NACH cases received. Analyse cases received to determine if preliminary assessment is needed or whether it must be allocated to HR, Legal, or the dtic Entities. Ensure reports are supported by evidence and aligned with legislation. Submit finalised reports and present to internal committees and stakeholders. Conduct quality assessments and manage reporting to Forensic In-Committee and Audit Committees. Liaise with clients and stakeholders and manage relationships. Review and analyse budget proposals from forensic panel firms and negotiate savings where possible. Maintain forensic findings register and provide guidance on internal controls. Track implementation of forensic report recommendations. Coordinate self-assessments and contribute to internal audit opinion. Perform secretariat functions for Forensic In-Committee meetings and represent forensics in other key meetings. Present statistics and findings at RMC and Pre-Audit Committee meetings. Prepare consequence management reports for the Ethics Committee. Manage human and financial resources of the unit. Provide strategic input and monitor investigation timelines. Monitor and review cases allocated in-house and review and finalize in-house investigations.
- ENQUIRIES** : Mr L Mabokela Tel No: (012) 394 1310

OTHER POSTS

POST 13/87 : **ASSISTANT DIRECTOR: CORPORATE SECRETARIAT REF NO: ODG-022**

- SALARY** : R468 459 per annum (Level 09)
- CENTRE** : Sunnyside, Pretoria
- REQUIREMENTS** : A qualification at NQF Level 6, as recognized by SAQA, in Law / Governance / Secretariat or related field. Chartered Institute of Secretaries (CIS) certification. 3 to 5 years in providing secretariat functions in the public/private sectors.
- DUTIES** : Coordinate venues, documentation, presenters, and scheduling for Exbo and subcommittee meetings. Draft and circulate agendas, collate and distribute document packs. Provide in-meeting support including attendance registers, disclosures, agenda and presentation management. Take minutes and circulate minutes to members and submit them for approval within required timelines. Conduct annual assessments and reviews of TORs and workplans. Compile self-assessment reports and implement improvements. Maintain contact lists, develop corporate calendars, and manage digital record keeping. Provide extracts of minutes and update SOPs for secretariat processes.
- ENQUIRIES** : Mr L Mabokela Tel No: (012) 394 1310

POST 13/88 : **INTERNAL AUDITOR: PERFORMANCE AUDIT REF NO: ODG-045**

- SALARY** : R397 116 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : A qualification at NQF Level 6, as recognized by SAQA, in Internal Auditing or Accounting with majors in Auditing or Accounting or related fields. 1–2 years experience in performance auditing in the public/private sector.
- DUTIES** : Prepare engagement documentation and analyse background information. Identify focus areas, audit objectives and compile planning memos. Perform control tests and compile working papers with audit evidence. Raise informal queries and participate in audit fieldwork. Compile draft reports, obtain comments, and follow up on audit findings. Participate in audit steering committees and submit executive summaries. Assess APP planning and evaluate quarterly/annual performance reporting. Submit accurate timesheets and maintain audit files per the dtic standards.
- ENQUIRIES** : Mr L Mabokela Tel No: (012) 394 1310

POST 13/89 : **INTERNAL AUDITOR: COMPLIANCE AUDIT REF NO: ODG-045**

- SALARY** : R397 116 per annum (Level 08)
- CENTRE** : Pretoria

- REQUIREMENTS** : A qualification at NQF Level 6, as recognized by SAQA, in Internal Auditing with majors in Auditing or Accounting or related fields. 1–2 years experience in compliance, operational, governance and financial auditing in the public/private sector.
- DUTIES** : Prepare planning documentation and analyse background information. Identify focus areas, audit objectives and compile scoping documents. Perform control tests and compile working papers with audit evidence. Raise informal queries and participate in audit fieldwork. Compile draft reports, obtain comments, and follow up on audit findings. Participate in audit steering committees and submit executive summaries. Assess Annual Performance Plan (APP) planning and evaluate quarterly/annual performance reporting against submitted evidence. Submit accurate timesheets, progress reports and maintain audit files per the dtic and Global Internal Audit Standards (GIAS).
- ENQUIRIES** : Mr L Mabokela Tel No: (012) 394 1310

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

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

- APPLICATIONS** : Department of Cooperative Governance and Traditional Affairs to be submitted to: The HR Manager, P.O. Box 211, Bloemfontein, 9300 or hand delivered in the box provided in the entrance at the Oliver Tambo House, St Andrew Street, Bloemfontein or they may be sent via email: recruitment1@fscogta.gov.za. Please quote the reference number on your application.
- CLOSING DATE** : 30 April 2025
- NOTE** : Directions to applicants Applications must be submitted on the new Z 83 forms, obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. Please further note that the new Z 83 forms must be filled properly, in full and signed off accordingly and applicants are not required to attach copies of qualifications, but such application forms should be accompanied by a very detailed Curriculum Vitae. Please further note that only short-listed candidates will submit proof of relevant qualifications (Separate application for every vacancy). The onus is on the applicants to ensure that their applications are sent, or hand delivered timeously. Short-listed candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA) and will be required must please attach proof of the level of their qualifications after evaluation on all applications. Please note that all shortlisted candidates will be expected to fill in the Processing Notification Form (Background Screening Request) giving this department permission to conduct suitability checks. Prospective candidates may be required to undergo security vetting, disclose her/ his financial interests and social media checks, among others. Successful candidates will be required to enter into an employment contract and a performance agreement. Successful candidates on level 13 and higher must have completed Nyukela Certificate and will undergo a Competency Test. No faxed or late applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

MANAGEMENT ECHELON

- POST 13/90** : **CHIEF FINANCIAL OFFICER REF NO: COGTA 01/2025**
- SALARY** : R1 436 022 per annum (Level 14), all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque and car allowance.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An appropriate bachelor's degree or equivalent qualification (NQF7) as recognized by SAQA and a minimum 5 years of experience at a SMS management level or equivalent. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Program as endorsed by the National School of Government. This is a Public Service specific training program which will be applicable for appointments at SMS level, and it must be noted that no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). All the shortlisted candidates for SMS must undertake a pre-entry practical exercise (Competency Assessment) as part of the interview process based on the technical or generic requirements of the post. Candidates will also be expected to do practical presentations as part of the interview. Extensive knowledge and understanding of relevant policies and legislations, e.g. PFMA, PSA, PSR, Treasury Regulations, PPPFA, GRAP, LRA, BCEA, NT's MCS, etc. Special requirements (skills needed): Financial

		management; Strategic planning; Project management; Financial GRC; Financial reporting, Auditing, etc.
<u>DUTIES</u>	:	Provide support and financial advisory services to the Head of the Department and executive authority; Manage the budget of the Department effectively and efficiently; Provide responses to parliamentary enquiries; Participate in parliamentary engagements like Portfolio Committee, etc.; Facilitate AGSA audits; Advice and support the management of the Department; Strategically direct and control the finances of the Department; Maintains financial policies. Provide strategic guidelines for the Department financial strategic business plan; Control the execution of the financial strategic business plan; Provide effective financial management to ensure the following: Development, implementation and maintenance of transparent internal control systems; Compliance with policies, plans, procedures, laws, regulations, contracts; Safeguarding of assets; Accomplishment of established objectives and goals for operations or programs; Exercise sound budgeting and budgetary control practices; Submission of financial reports; Corrective actions and preventative measures; Reliability and integrity of information. Strategically guide, manage and coordinate all activities in the Chief Directorate towards ensuring the effective and efficient functioning of the Chief Directorate. Ensure compliance with key legislative and other regulatory requirements applicable to the Chief Directorate. Ensure sound financial and supply chain management within the Chief Directorate. Overall manage and develop the resources of the Chief Directorate.
<u>ENQUIRIES</u>	:	STR Ramakarane at 066 487 4900
<u>POST 13/91</u>	:	<u>CHIEF DIRECTOR: MUNICIPAL INTERGOVERNMENTAL SUPPORT AND CAPACITATION REF NO: 02 /2025</u>
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque and car allowance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An appropriate bachelor's degree or equivalent qualification (NQF7) as recognized by SAQA and minimum of 5 years of experience at a Senior Management level. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Program (Nyukela) as endorsed by the National School of Government. This is a Public Service specific training program which will be applicable for appointments at SMS level, and it must be noted that no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS. All the shortlisted candidates for SMS must undertake a pre-entry practical exercise (Competency Assessment) as part of the interview process based on the technical or generic requirements of the post. Candidates will also be expected to do practical presentation as part of the interview.
<u>DUTIES</u>	:	It will be expected from the suitable candidate to strategically plan, direct, coordinate, manage and oversee the effective and efficient rendering of the following support services, including overseeing the development and successful implementation of related policies and implementation of strategies. For the following services: e.g. Ensure the development of the Chief Directorate 5-year Strategic Plan, Annual Performance Plan in line with the priorities as set out in the MTDP and monitor the performance of the directorate against its strategic objectives and the Provincial Programme of Action, including implementing remedial steps where and when necessary, towards improving the performance of the Municipalities and the Directorate. Oversee the performance of the following directorates: Disaster Management, Intergovernmental Relations, Municipal Finance and Municipal Monitoring and Performance. Manage the drafting and implementation of the intervention plans in Municipalities. Monitor municipal capacity building and municipal support. Manage the allocated resources of the Chief Directorate. Manage performance of the Chief Directorate. Manage sound employment relations. Manage employee conditions of service in the Chief Directorate. Facilitate coaching mentorship, training and development for service delivery efficacy in the Chief Directorate. Establish, implement and maintain effective and efficient

		communication and leadership oversight. Manage, maintain and safeguard assets. Monitor the effective management of audit processes in the Chief Directorate. Monitor planning and reporting of the Chief Directorate programs. SS Dhlamini at 066 055 4674
<u>ENQUIRIES</u>	:	
<u>POST 13/92</u>	:	<u>DIRECTOR: COMMUNICATION, ICT AND AUXILIARY SERVICES REF NO: 03 /2025</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque and car allowance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An appropriate bachelor's degree or equivalent qualification (NQF7) as recognized by SAQA and a minimum of 5 years of experience at a Middle/Senior Managerial level. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Program as endorsed by the National School of Government. This is a Public Service specific training program which will be applicable for appointments at SMS level, and it must be noted that no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). All the shortlisted candidates for SMS must undertake a pre-entry practical exercise (Competency Assessment) as part of the interview process based on the technical or generic requirements of the post. Candidates will also be expected to do practical presentation as part of the interview. Candidates will also be expected to do practical presentation as part of the interview.
<u>DUTIES</u>	:	To develop a departmental communication and Information Technology policy and plan in line with national and provincial frameworks and to ensure the successful implementation thereof in the department. To promote a conducive environment to the positive image of the department, both inside and outside the public services, by evaluating, sensitizing and rendering advice on matters affecting the image of the Department and Free State Provincial Government. To ensure that is managed effectively and efficiently in the department and to promote e-government in enhancing delivery service. To manage Information Technology, Corporate Communication and Auxiliary Services for the Department. Promote integrated governance in the unit, through alignment of activities relating to: Help desk, Presidential Hotline, National Provincial and MEC Outreach programmes, meetings and National Publications. Managing all resources of the Directorate. Duties to be aligned to the GITO functions as per DPSA.
<u>ENQUIRIES</u>	:	Mr. LS Mokoena at: 066 487 5032
<u>POST 13/93</u>	:	<u>DIRECTOR: MUNICIPAL FINANCIAL SUPPORT REF NO: COGTA 04 /2025</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque and car allowance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An appropriate bachelor's degree or equivalent qualification (NQF7) as recognized by SAQA and 5 years of experience at a Middle/Senior Managerial level. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Program as endorsed by the National School of Government. This is a Public Service specific training program which will be applicable for appointments at SMS level, and it must be noted that no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). All the shortlisted candidates for SMS must undertake a pre-entry practical exercise (Competency Assessment) as part of the interview process based on the technical or generic requirements of the post. Candidates will also be expected to do practical presentation as part of the interview.

- DUTIES** : To support the Accounting Officer towards compliance with the provisions of the Public Finance Management Act, 1999 and executing delegated responsibilities entrusted to the post of Municipal Financial Support as per financial delegations. To support municipalities to table credible Annual Financial Statements for auditing as contemplated in section 188 of the Constitution. Advising and supporting Municipalities towards compliance with Legislation and Regulations as determined by the Act in respect of their finances. Advising and supporting Municipalities towards compliance with requirements for enabling Internal Control environment. Monitor and advise Municipalities in the implementation of the Municipal Property Rates Act, 2004. Provide support and advice to Municipalities in the compilation of an Annual Draft Rates Policy, dealing with all comments and representations on the Annual Draft Rates Policy before Council approves for implementation and promulgation of a Rates Policy By-laws. Advising Municipalities with rating aspects, such as impermissible rates, phasing in of rates exemptions, reductions and rebates, and monitoring MPRA compliance with regard to the promulgation of resolutions to levy rates. Further monitors compliance with MPRA property rates ratios in respect of “cent amount in a rand” levied and annual rates increase. Render secretarial and administrative support to Valuation Appeal Boards in the Province.
- ENQUIRIES** : Ms SS Dhlamini at 066 055 4674
- POST 13/94** : **OFFICE MANAGER IN THE OFFICE OF THE HOD REF NO: COGTA 05 /2025**
- SALARY** : R1 216 824 per annum (Level 13), all-inclusive package. The remuneration package consists of the basic salary, the Government’s contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque and car allowance.
- CENTRE REQUIREMENTS** : Bloemfontein
: An appropriate bachelor’s degree or equivalent qualification (NQF level 7) as recognized by SAQA and a minimum of 5 years of experience at a Middle/Senior Managerial level. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Program as endorsed by the National School of Government. This is a Public Service specific training program which will be applicable for appointments at SMS level, and it must be noted that no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). All the shortlisted candidates for SMS must undertake a pre-entry practical exercise (Competency Assessment) as part of the interview process based on the technical or generic requirements of the post. Candidates will also be expected to do practical presentations as part of the interview.
- DUTIES** : Manage Engagements of the Head of Department. Ensure that the Personal Assistant compiles realistic programmes of appointments and journeys for the Head of Department. Liaise with and/or sensitize the Head of Department regarding priority appointments. Render administrative support services. Set up and maintain systems in the Office of the Head of Department that will contribute towards improving efficiency in the office. Ensure, oversee and advise on the effective flow of information and documents to and from the Office of the Head of Department. Oversee the safekeeping of all documentation in the Office of the Head of Department. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders. Draft responses with regard to more complex issues for internal and external stakeholders. Prioritize matters to be attended to by the Head of Department. Co-ordinate and compile reports of a transverse nature for the HOD and advise/sensitize the Head of Department on reports to be submitted (for example to Provincial Departments, Municipalities, Components etc.). Follow-up on reports to be submitted (for example by Provincial Departments, Municipalities, Components, etc.) to the Office of the Head of Department. Compile presentations for the Head of Department. Execute research, analyze information and compile complex documents for the Head of Department. Research and compile comprehensive documents for the Head of Department with regard to issues forthcoming from meetings such as FOHOD, MINMEC etc. Compile EXCO Memoranda and PROPAC

memoranda. Scrutinize complex submissions/reports and make notes and/or recommendations for the Head of Department with regard to the documents. Provide support to the Head of Department with regard to meetings. Scrutinize documents to determine actions/information/documents required for the meeting. Collect and compile information for the Head of Department with regard to issues that need to be discussed at meetings. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation to adequately prepare the Head of Department. Arrange for the placements of items on the agenda of meetings chaired by the Head of Department and ensure circulation thereof. Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc. Manage the budget of the Office of the Head of Department. Determine and collate information with regard to the budget needs of the Office of the Head of Department. Keep record of expenditure commitments, monitor expenditures and alert the Head of Department with regard to possible over-and under spending. Identify the need to move funds between items and compile submissions for this purpose. Manage the human resource aspects related to the staff in the Office of the Head of Department including the leave register, telephone accounts etc. Remain up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure effective and efficient support to the Head of Department. Keep abreast with the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. remain abreast with the procedures and processes that apply in the Office of the Head of Department.

- ENQUIRIES** : STR Ramakarane at 066 487 4900
- POST 13/95** : **DIRECTOR: BUDGET AND FINANCE REF NO: COGTA 06 /2025**
- SALARY** : R1 216 824 per annum (Level 13), all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque and car allowance.
- CENTRE REQUIREMENTS** : Bloemfontein
: An appropriate bachelor's degree or equivalent qualification (NQF7) as recognized by SAQA and 5 years of experience at a Middle/Senior Managerial level. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Program as endorsed by the National School of Government. This is a Public Service specific training program which will be applicable for appointments at SMS level, and it must be noted that no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). All the shortlisted candidates for SMS must undertake a pre-entry practical exercise (Competency Assessment) as part of the interview process based on the technical or generic requirements of the post. Candidates will also be expected to do practical presentation as part of the interview.
- DUTIES** : Provide strategic direction, manage and administer the Directorate. Provide a budget preparation and control services to the Department. Provide budget management systems, policies, internal controls, reports and oversight for the Department in accordance with Government Regulatory Framework. Assist and represent the Chief Financial Officer with regard to budget management and all other related financial matters. To manage, control and compile the budget and cash flow of the Department together with the compilation of compliance reports in terms of various Acts. To conduct special investigation towards preventing financial fraud within the Department. To develop and ensure the successful implementation of a Departmental Strategy/ Policy on finances of the Department, including reporting formats, accounting practices, etc. To ensure that the finances of projects in the Department are managed effectively. To manage accountancy services in the Department. To plan, co-ordinate and manage financial resources.
- ENQUIRIES** : Ms. N. Molikoe at 082 668 6610

<u>POST 13/96</u>	:	<u>DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: COGTA 07 /2025</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque and car allowance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An appropriate bachelor's degree or equivalent qualification (NQF7) as recognized by SAQA and 5 years of experience at a Middle/Senior Managerial level. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Program as endorsed by the National School of Government. This is a Public Service specific training program which will be applicable for appointments at SMS level, and it must be noted that no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). All the shortlisted candidates for SMS must undertake a pre-entry practical exercise (Competency Assessment) as part of the interview process based on the technical or generic requirements of the post. Candidates will also be expected to do practical presentation as part of the interview.
<u>DUTIES</u>	:	Develop and manage the demand and acquisition processes. Develop, manage and maintain logistical information and supply chain management of the fund. Provide effective movable assets and liability management services. Manage all resources of the Directorate. The successful candidate will be responsible for the following duties: Provide support service to the Chief Financial Officer and other Senior Managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and Treasury Regulations. Provide strategic direction with regard to Supply Chain Management functions to the Directorate and the department. Manage Assets, Logistics, Contract Management as well as Acquisition sub-directorates. Manage the Department's LOGIS System, and database of all services to the department. Provide assistance with the determination of bid evaluation criteria and compilation of tender documents, evaluation of bids and recommendation to the Bid Committees. Liaise with relevant role players in the financial environment regarding transversal matters. Manage and negotiate contracts for and on behalf of the organization. Manage and organize resources to achieve the strategic objectives of the organization and directorate. Interpret, understand and implement Supply Chain Management and asset management as contained in relevant legislation, regulations and GRAP standards. Develop and implement relevant policies and procedures with respect to Supply Chain and Asset Management. Management of procurement risk arising from contracts and asset disposals. Ensure the necessary organizational capacity is created and managed for delivery on core operational requirements. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management.
<u>ENQUIRIES</u>	:	Ms. N Molikoe at 082 668 6610
<u>POST 13/97</u>	:	<u>DIRECTOR: IDP & LED REF NO: COGTA 08/2025</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque and car allowance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An appropriate qualification at NQF level 7 in Economics, Development Studies, or equivalent qualification (postgraduate degree will receive preference). 5 years of experience at a Middle/Senior Managerial level. Recommendations: Proven expertise in integrated development planning, local economic development, and stakeholder engagement. Strong analytical, leadership, and communication skills. Knowledge of legislation and frameworks governing cooperative governance and economic development.
<u>DUTIES</u>	:	Development of an Integrated Development Planning Framework for Municipalities aligned to the Free State and Development Growth Strategy and

Provincial Spatial Framework. Oversee the implementation of the LED Policy Framework within the Municipalities. Manage the Economic Research, Statistical Modelling and analysis for IDP's and LED. Develop and Implement Support Programmes on IDP's and LED. Manage the financial resources of the Directorate. Lead and coordinate integrated development planning processes within the Free State province. Develop, implement, and monitor effective local economic development strategies to stimulate sustainable growth and job creation. Provide strategic support and guidance to municipalities to ensure alignment with provincial development objectives. Facilitate partnerships between government, private sector, and civil society for developmental programs. Ensure compliance with legislation, policies, and frameworks relating to IDP and LED.

ENQUIRIES : S. Dhlamini at 066 0554674

OTHER POSTS

POST 13/98 : **DEPUTY DIRECTOR MONITORING AND EVALUATION REF NO: COGTA 09/2025**

SALARY : R896 436 per annum (Level 11), all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque, car allowance.

CENTRE REQUIREMENTS : Bloemfontein
 : Appropriate 3-Year Degree or equivalent qualification and practical demonstration of knowledge and skills as well as a valid code 8. Additional qualifications in strategic planning and/or performance management and monitoring will be added advantage. Five (5) years' experience within the monitoring, reporting and evaluation environment. Among others, the application must possess communication, organizing, analytical, problem solving, conflict management and must be able to work under pressure.

DUTIES : Develop, maintain and facilitate the successful implementation of the Department's Monitoring and Evaluation Policy and/or Implementation Strategy (in line with national and/or provincial frameworks). Develop the Department's (quarterly) Monitoring and Evaluation Reporting Template in line with the Department's Annual Performance Plan as well as the Annual Report Framework of the Department. Monitor and report on the performance of the Department in relation to the following: Departmental Annual Performance Plan. Provincial Programme of Action (SOPA and/or MEC Budget Injunctions). The above includes the following: Develop and advise managers and senior managers on the template to be used for the capturing of monthly, quarterly and annual performance information (progress). Keep and maintain source documents towards validating quarterly and annual performance information. Consolidate and evaluate quarterly non-financial performance information and advise supervisors and managers on matters related thereto towards ensuring that all required progress is accurate and complete. Collect and collate signed-off quarterly performance information (progress) and capture such on the electronic QPR System once quality assured by the Deputy Director Strategic Management. Assist and advise managers on the drafting of technical performance indicators, especially in relation to source documents pertaining to the performance indicator. Analyze the quarterly and annual performance of the Department, identify challenges related to the non-achievement of performance targets and render advice thereon. Represent the Department in national and/or provincial meetings on matters related to monitoring and evaluation. Collect and collate signed-off inputs from all relevant managers towards drafting the Annual Report of the Department in line with the requirements of National and Provincial Treasury. This includes the preparation of the Department's Annual Performance Report for inclusion in the Annual Report.

ENQUIRIES : Mr. LS Mokoena at 066 487 5032

POST 13/99 : **DEPUTY DIRECTOR ICT (GITO) REF NO: COGTA 10/2025**

SALARY : R896 436 per annum (Level 11), all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be

structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque, car allowance.

CENTRE REQUIREMENTS

: Bloemfontein
: Bachelor's Degree or National Diploma (NQF:6/7) in Information Technology. Three to five (3- 5) years Assistant Director or equivalent Level experience in a relevant IT Support Field. A valid driver's license. Recommendations: Knowledge of broad ICT procedures and ICT security practices are recommended. Skills & Knowledge: Knowledge of IT Technical Support, IT Networks and the DPSA CGICT Framework, training, administration, career, management, strategic planning, report procedures and research. Technical Expertise, Project Management, Functional Ability, Quick Thinking, Diagnostic Action Research, Strategic and Conceptual, Orientation, Innovation Thinking, Problem Solving, Communication, Team Player, Coaching and Developing People, Self-driven, Interpersonal. Understanding, Departmental Organizational Knowledge, Networking and Influencing skills.

DUTIES

: Align the departments information management system and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the department, with due consideration of its strategic plan: Establish an information plan, information technology plan and operational plans to give effect to the strategic direction and management plans to give effect to the strategic direction and management plans of the department to Manage IT Governance. Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focused on the specific requirements of the department: Facilitate the implementation of an adherence to the policies and strategies as contained in the different plans, policies etc. Manage and develop departmental ICT strategies and policies. Represent the relevant department at the GITO Council: Attend GITO Council: meetings. Report on issues from the GITO Council meetings. Promote effective management of information and information technology as enabler as strategic resources: Apply an enterprise wide approach to the use of information management, (Information technology systems and infrastructure included) in support the business units and business processes, bridging diverse systems to establish a client-focused service strategy, eliminating unnecessary duplication, increase overall coordination and control, and rapidly introduce new systems and technology to improve service delivery. Development information and technology system infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Rationalize unnecessary duplication and redundancy of information and technologies in the department. Where feasible, promote common solutions for common requirements across the department. Promote the Utilization of technology as a key enabler for the future in delivering information and services and promote its use in the reengineering/transformation of government service delivery. Manage effectiveness maintenance of hardware, software and licensing. Create and enabling environment for other managers to perform their functions more effectively and efficiently: Close communication as part of the top management team of the department with the top echelon of the department to promote the utilization of information. Raising the level of awareness of top management to the potential of the delivery of information services through enabling technologies. Change the culture of the department to embrace an enterprise-wide information 84 management technology approach. This requires the visible, strong and continuous support of senior managers. Take a leadership role in knowledge management. Manage IT backup process. Manage the SITA relationship: This entails control of the Business Agreement (BA) and Service Level Agreements (SLA's) with SITA and / or other suppliers of information management and information technology goods and services: Manage the standardization of equipment software according to policy. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework: Manage IT Risk Register. Manager network integrity (WAN System in relation to SLAs / MOUs). Responsible for ensuring development and training of the members in the department in relevant information technology matters. Manage the Departmental IT unit and staff. Management of Financial Resources and Assets. Provide 3rd line IT

		support to the department. Responsible for AG Audit Outcomes, Manage IT infrastructure and IT security.
<u>ENQUIRIES</u>	:	Mr. LS Mokoena at 066 487 5032
<u>POST 13/100</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: COGTA 11/2025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque and car allowance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Appropriate NQF Level 7 qualification in Labour Law/ Labour Relations or Law or equivalent qualification. 3 – 5 years' experience as Assistant Director or equivalent level in Labour Relations, Law, or Labour Law. Recommendations: Relevant experience in conducting investigations, handling of grievances, conciliation and arbitration, as presiding officer as well as public service experiences. The successful candidate must have knowledge and good understanding of Labour Act, Public Service Act 1994, Public Service Regulations 2016. Employment Equity Act 1998. Basic Conditions of Employment Act 1997, Individual Grievances Regulations 2016, Treasury Regulations, PFMA. The candidate will be required to display a high level of diplomacy. Expected to work long hours and travelling. Excellent verbal, liaison and writing skills.
<u>DUTIES</u>	:	Direct and manage the implementation of sound labour and service relation system for dealing with misconduct and incapacity in the Department. Direct and manage the implementation of sound labour and service relations system dealing with grievances of employees in the Department. Manage the expenditure plan of the sub-directorate in relation to the Directorate's budget and strategic business plan. Develop labour relation policies. Manage the investigation of misconduct and grievance cases to advise appropriately thereon. Advise management on all labour relations matters to minimize unfair labour practices. Represent the department in bilateral discussions with organized labour unions. Perform and manage administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. LS Mokoena at 066 487 5032
<u>POST 13/101</u>	:	<u>DEPUTY DIRECTOR: COOMUNICATION REF NO: 12/2025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque and car allowance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Appropriate NQF Level 7 qualification in Labour Law/ Labour Relations or Law or equivalent qualification. 3 – 5 years' experience as Assistant Director or equivalent level in Communication or related field. Recommendations: Good communication and writing skills, organizational management, events management. Appropriate public service experience in a communication, public relations or media environment, which include facilitating client and stakeholder collaboration; communication campaign development; people management; external communication; internal communication; and risk and reputation management. Inherent requirement of the job: Valid Code (B/EB) driver's license.
<u>DUTIES</u>	:	Manage the Communication sub-directorate of Communication. Assist in developing Communication Guidelines to be utilized within the department. Coordinate and facilitate all external events in the department such as Imbizo outreach programmes, outside broadcasts, national commemorative days, etc. Provide advice and guidance to management on communication related matters. Provide supervisory function and support to staff and the unit. Facilitating stakeholder engagement and collaboration. Develop and implement appropriate internal and external communication plans aligned with the Provincial Communication Strategy, including monitoring and evaluation of these campaigns. Responsible for risk identification, media liaison, and reputation management. Align strategic messaging across all communication channels, including obtaining the necessary health data and information

- timeously to develop communication strategies, plans, and campaigns. People management, including task allocation and performance management.
- ENQUIRIES** : Mr. LS Mokoena at 066 487 5032
- POST 13/102** : **CANDIDATE ENGINEERS REF NO: COGTA 13 /2025 (X2 POSTS)**
- SALARY** : R795 924 per annum (OSD), all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque and car allowance.
- CENTRE REQUIREMENTS** : Bloemfontein
: No previous experience required. Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering or equivalent as recognized by SAQA. Current registration with Engineering Council of South Africa (ECSA) as Candidate Engineer. A valid driver's license. Computer literacy. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act and Regulations. Engineering Profession Act of 2000.
- DUTIES** : To perform all aspects of engineering activities that result in progress in technology and engineering applications under supervision as prescribed by ECSA at the level of candidate towards registration as an engineer. Assist with monitoring of wastewater treatment plan, Civil related matters. Assist in monitoring civil engineering projects. Maintenance of health facilities. Strategic Briefing Documentation. Infrastructure Plans. Strategies, policies and procedures. Research/literature studies and interaction with relevant professional development boards/councils. Effective and efficient resources management.
- ENQUIRIES** : Mr. Toona at 066 487 4868
- POST 13/103** : **PROFESSIONAL TOWN AND REGIONAL PLANNER PRODUCTION GRADE A REF NO: COGTA 14/2025 (X2 POSTS)**
- SALARY** : R795 924 per annum (OSD), all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque and car allowance.
- CENTRE REQUIREMENTS** : Bloemfontein
: B Degree in Urban/Town and Regional Planning or relevant qualification. Three years' post qualification Town and Regional Planning experience required. Valid driver's license. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. Recommendations: Technical Competencies: Programme and project management, Town and Regional Principles and methodologies. Research and development. Computer-aided applications. Town and Regional knowledge of legal compliance, Creating high performance culture, technical consulting, Professional judgment.
- DUTIES** : Provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Adhere to legal requirements in town and regional planning. Co-ordinate the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Provide support in the compilation and adoption of technical and planning standards, norms and guidelines. Implement planning legislation. Guidelines, policies and regulations. Co-ordinate site clearance processes in terms of Project Execution plans. Support the planning and design of sustainable human settlement. Provide assistance with the compilation of Land Use Scheme. The successful candidate will perform the following duties: Support Town Planning process in accordance with South African Policies, Acts, Regulations, and Industry Guidelines following MISA and Municipal Norms and Practices. Support municipalities to compile Spatial Development Framework (SDF) as part of IDP processes. Support municipalities to compile guidelines and evaluation of land use management schemes (LUMS). Support municipalities in implementation and management of Town Planning Schemes in compliance with legislative requirements.
- ENQUIRIES** : Mr. MS Selogilwe at 066 487 4895

POST 13/104 : **ASSISTANT DIRECTOR COMMUNICATIONS REF NO: COGTA 15 /2025 (X2 POSTS)**

SALARY : R468 459 per annum (Level 09), basic salary
CENTRE : Bloemfontein
REQUIREMENTS : NQF-6, in Communication or Media, Journalism, Public Relations or Marketing studies and 3-years' experience in related field. Recommendations: Good communication and writing skills, organizational management, events management. Appropriate public service experience in a communication, public relations or media environment, which include facilitating client and stakeholder collaboration; communication campaign development; people management; external communication; internal communication; and risk and reputation management. Inherent requirement of the job: Valid Code (B/EB) driver's license.

DUTIES : Develop, monitor and maintain communications and special program strategies and policies. Co-ordinate all corporate communication activities that include both external and internal communication, special programs, marketing and corporate identity management responsibilities. Produce material for Departmental online media, in order to keep employees informed of current affairs. Coordinate and manage Departmental events in order to promote the image of the Department and the Executing Authority. Develop communication strategies and policies in line with the communication framework. Manage human resources and the assets of the Sub-directorate to ensure the smooth running of the Sub-directorate.

ENQUIRIES : Mr. LS Mokoena at 066 487 5032

POST 13/105 : **ASSISTANT DIRECTOR: DATA AND INFRASTRUCTURE MANAGER REF NO: COGTA 16 /2025**

SALARY : R468 459 per annum (Level 09), basic salary
CENTRE : Bloemfontein
REQUIREMENTS : 3 Year tertiary qualifications in relevant area and/or extensive administrative experience in the IT-related field. Driver's license. 5 years applicable experience. Recommendations: Broad ICT procedures and practices. ICT Security practices. Information Management practices. Budgeting procedures and practices. Broad administrative knowledge. Personnel Evaluation procedures. Human resource management practices. Analytical Skills; Writing Skills and Computer literacy.

DUTIES : Manage operational level Data and Information Management in the Department. Manage and control ICT Infrastructure management in the department. To manage and control ICT Security management in the department. Provide assistance to DITC. General staff supervision and management of the resources of the Department by means of planning, coordination, monitoring and improvement of work.

ENQUIRIES : Mr. LS Mokoena at 066 487 5032

POST 13/106 : **ASSISTANT DIRECTOR: ICT SERVICE CENTRE REF NO: COGTA 17 /2025**

SALARY : R468 459 per annum (Level 09), basic salary
CENTRE : Bloemfontein
REQUIREMENTS : 3 Year tertiary qualifications in relevant areas and/or extensive administrative experience in the IT related field. Driver's license. 5 years applicable experience. Recommendations: Broad ICT procedures and practices. ICT Security practices. Information Management practices. Budgeting procedures and practices. Broad administrative knowledge. Personnel Evaluation procedures. Human resource management practices. Analytical Skills; Writing Skills and Computer literacy.

DUTIES : To manage both first- and second-line support to all users within the department. To support the development, management and control of ICT Systems including the departmental website. To manage the planning, implementation and maintenance of both external and internal information technology projects e.g. the roll-out of IT within the respective district offices. To plan, coordinate and manage ICT training for the component and the department at large. procedures. Sage ICT training for the component and the department at large. To develop and ensure the successful implementation of ICT procurement policies and strategies. To ensure the rendering of an effective and efficient secretariat and advisory service to the Departmental IT

Committee in line with procurement and asset management procedures. SITA liaison and service level management (agreements). Keep and maintain a register of all IT equipments in the Department, including the disposal thereof in terms of Treasury regulations.

ENQUIRIES : Mr. LS Mokoena at 0664875032

POST 13/107 : **ADMINISTRATIVE OFFICER REF NO: COGTA 18/ 2025**

SALARY : R325 101 per annum (Level 07), basic salary
CENTRE : Bloemfontein

REQUIREMENTS : Grade 12 or equivalent. Recommendations: A minimum of applicable experience in administration of which one year supervisory/ team leader. Experience in rendering of secretarial or administrative services. Understanding of the Public Services, more specifically pertaining to Traditional Affairs is recommended. Computer literacy, Planning and organizing skills, Communication skills (verbal and written), Customer service; Creative thinking Customer Service Orientation; Problem solving skills, Interpersonal relations.

DUTIES : Manage and support the administrators in dealing with the administrative matters of the Specialized Support, Advice and Intervention rendered in the various municipalities. Will be responsible for all the logistical services such as travellings, meeting arrangements, liaison with all the stakeholders in the various municipalities and assist the department to arrange the public participations in the identified areas that need the departmental interventions.

ENQUIRIES : Ms SS Dhlamini at 066 055 4674

POST 13/108 : **ADMINISTRATIVE OFFICER REF NO: COGTA 19/2025**

SALARY : R325 101 per annum (Level 07), basic salary
CENTRE : Bloemfontein, Institutional Support

REQUIREMENTS : Grade 12 or equivalent. Recommendations: In-depth knowledge and experience in customary law as well as traditional practices such as initiations. Facilitate establishment and recognition of Traditional healers Institutions, Provincial Interfaith Committees and Cultural Organizations at provincial, district and local level. Render advice on and promote cultural practices for local traditional communities. Provide capacity and development of Traditional Healers Institutions, African Traditional Churches and Cultural Organizations. Promotes partnerships with sector departments and related stakeholders.

ENQUIRIES : Mr. PA Moloi at 066 4874864

POST 13/109 : **ADMINISTRATIVE OFFICER (X5 POSTS)**

SALARY : R325 101 per annum (Level 07), basic salary
CENTRE : Namahali Tribal Council Ref No: COGTA 20/2025
Bolata Tribal Council Ref No: COGTA 21/2025
Mabolela Tribal Council Ref No: COGTA 22/2025
Matsieng Tribal Council Ref No: COGTA 23/2025
Dinkoeng Tribal Council Ref No: COGTA 24/2025

REQUIREMENTS : Grade 12 or equivalent. Recommendations: A minimum of 3 years' experience in administration of which one year supervisory/ team leader. Experience in rendering of secretarial or administrative services. Understanding of the Public Services more specifically pertaining to the Traditional Affairs is recommended.

DUTIES : Manage office facilities and risk services in the unit. Ensure effective and efficient financial management; Manage the human resources of the office. To render effective and efficient administration Services and support to the Traditional Council, provide supervisory functions to the traditional council personnel. Handle office administration, which include to render a registry service towards ensuring the safekeeping of all the officials records, complaints received from community members and/or official documents. Screen, transfer and handle all telephonic calls as well as other enquiries (internal and external clients). Manage office supplies. Prepare and/or type correspondence. Receive and/or refer visitors. Handle various administrative matters, which include the following: Open and register civil cases. Keep and maintain a register of livestock information. Collect monies (for the purchasing of wood, court fines, site fees, etc.) and issue receipts. Arrange auctions. Ensure that initiation processes comply with the law. Accompany security guards to incidents of reported crimes (e.g. theft etc.) and submit a report thereon to the Morena for

further attention. Administer the budget of the Traditional Council and arrange the payment of financial and related claims. Render effective secretariat and administrative support services to meetings arranged by and/or for Traditional Council, which include to prepare agendas and related documents and distribute to all stakeholders. Take basic minutes of meetings and distribute such to all stakeholders. Prepare and handle all logistical arrangements for meetings, register deaths and the communication thereof to the municipality for the making of funeral arrangements. Communicate deaths to the Headman towards ensuring that the Traditional Council is properly represented at funerals. Hire official property such as tractors, community halls, etc. to the community. Confirm the use of the library. Ensure, in liaison with community members, government departments and NGO's. The successful implementation of community projects (e.g. with regard to water, feeding, agriculture/crops, HIV and AIDS, home-based care and childcare forums, projects involving the elderly, etc.). This includes the following: Ensure that information pertaining to community projects are widely spread and distributed in the community. Arrange information / training sessions in liaison with representatives from the responsible lead department. Assist with the implementation of community projects such as the project dealing with the provision of computer access to the youth. Assist and/or support the community on various matters related to government affairs such as the completion of official forms, the payment of social grants, etc. and handle all community enquiries on government matters.

- ENQUIRIES** : Mr. PA Moloi at 066 4874864
- POST 13/110** : **PERSONAL ASSISTANT TO THE CHIEF EXECUTIVE OFFICER: HOUSE OF TRADITIONAL LEADERS REF NO: COGTA 25/2025**
- SALARY** : R325 101 per annum (Level 07), basic salary
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12 with proven ability to apply knowledge and skills. Secretarial qualification. Experience in a secretarial or administrative-related environment. Computer literacy. Knowledge of the public service and/or MS Office. Recommendations: Ability to adapt to a changing environment. Ability to draft basic, correspondence, Plan, Organize, Communicate. Have good interpersonal relations, Work under pressure, Work in a team, Judge circumstances objective, produce accurate work, Be professional. Integrity, Self-confidence, sense of responsibility, self-control, self-motivated and professional.
- DUTIES** : To provide a secretarial/receptionist support service to the manager. To render administrative support services. To provide support to the Director regarding meetings. To support the Director with the administration of the directorate's budget.
- ENQUIRIES** : Mr. MP Mokoena at 082 729 6334
- POST 13/111** : **PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER REF NO: COGTA 26/2025**
- SALARY** : R325 101 per annum (Level 07), basic salary
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12 with proven ability to apply knowledge and skills. Secretarial qualification. Experience in a secretarial or administrative-related environment. Computer literacy. Knowledge of the public service and/or MS Office. Recommendations: Ability to adapt to a changing environment. Ability to draft basic, correspondence, Plan, Organize, Communicate. Have good interpersonal relations, Work under pressure, Work in a team, Judge circumstances objective. Produce accurate work, Be professional. Integrity, Self-confidence, sense of responsibility, self-control, self-motivated and professional.
- DUTIES** : To provide a secretarial/receptionist support service to the Chief Financial Officer. To render administrative support services. To provide support to the Chief Financial Officer regarding meetings. To support the Chief Financial Officer with the administration of the chief directorate's budget.
- ENQUIRIES** : Ms. N. Molikoe at 083 762 7455

POST 13/112 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: SPECIALISED SUPPORT, ADVICE AND INTERVENTION UNIT REF NO: COGTA 27/2025**

SALARY : R325 101 per annum (Level 07), basic salary
CENTRE : Bloemfontein
REQUIREMENTS :

Grade 12 with proven ability to apply knowledge and skills. Experience in a secretarial or administrative-related environment. Computer literacy. Knowledge of the public service and/or MS Office. Recommendations: Ability to adapt to a changing environment. Ability to draft basic, correspondence, Plan, Organize, Communicate, have good interpersonal relations, Work under pressure, Work in a team, Judge circumstances objective. Produce accurate work, Be professional. Integrity, Self-confidence, sense of responsibility, self-control, self-motivated and professional.

DUTIES : To provide a secretarial/receptionist support service to the Deputy Director General. To render administrative support services. To provide support to the Deputy Director General regarding meetings. To support the Deputy Director General with the administration of the directorate's budget.

ENQUIRIES : Ms. SS Dhlamini at 066 055 4674

POST 13/113 : **PERSONAL ASSISTANT TO DIRECTOR: INSTITUTIONAL SUPPORT DIRECTORATE REF NO: COGTA 28/2025**

SALARY : R325 101 per annum (Level 07), basic salary
CENTRE : Bloemfontein
REQUIREMENTS :

Grade 12 with proven ability to apply knowledge and skills. Experience in a secretarial or administrative-related environment. Computer literacy. Knowledge of the public service and/or MS Office. Recommendations: Ability to adapt to a changing environment. Ability to draft basic, correspondence, Plan, Organize, Communicate. Have good interpersonal relations, Work under pressure, Work in a team, Judge circumstances objective. Produce accurate work, Be professional. Integrity, Self-confidence, sense of responsibility, self-control, self-motivated and professional.

DUTIES : To provide a secretarial/receptionist support service to the manager. To render administrative support services. To provide support to the Director regarding meetings. To support the Director with the administration of the directorate's budget.

ENQUIRIES : Mr. PA Moloi at 066 487 4969

POST 13/114 : **PERSONAL ASSISTANT TO THE DIRECTOR: LEGAL SERVICES AND MUNICIPAL POLICY ADVICE REF NO: COGTA 29/2025**

SALARY : R325 101 per annum (Level 07), basic salary
CENTRE : Bloemfontein
REQUIREMENTS :

Grade 12 with proven ability to apply knowledge and skills. Experience in a secretarial or administrative-related environment. Computer literacy. Knowledge of public service and/or MS Office. Recommendations: Ability to adapt to a changing environment. Ability to draft basic, correspondence, Plan, Organize, Communicate. Have good interpersonal relations, Work under pressure, Work in a team, Judge circumstances objective. Produce accurate work, Be professional. Integrity, Self-confidence, sense of responsibility, self-control, self-motivated and professional.

DUTIES : To provide a secretarial/receptionist support service to the Director. To render administrative support services. To provide support to the Director regarding meetings. To support the Director with the administration of the chief directorate's budget.

ENQUIRIES : Adv M Mantso at 066 487 5063

POST 13/115 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: CORPORATE SERVICES DIRECTORATE REF NO: COGTA 30/2025**

SALARY : R325 101 per annum (Level 07), basic salary
CENTRE : Bloemfontein
REQUIREMENTS :

Grade 12 with proven ability to apply knowledge and skills. Experience in a secretarial or administrative-related environment. Computer literacy. Knowledge of the public service and/or MS Office. Recommendations: Ability to adapt to a changing environment. Ability to draft basic, correspondence, Plan, Organize, Communicate. Have good interpersonal relations, Work under

pressure, Work in a team, Judge circumstances objective. Produce accurate work, Be professional. Integrity, Self-confidence, sense of responsibility, self-control, self-motivated and professional.

DUTIES : To provide a secretarial/receptionist support service to the Chief Director. To render administrative support services. To provide support to the Chief Director regarding meetings. To support the Chief Director with the administration of the chief directorate's budget.

ENQUIRIES : Mr. LS Mokoena at 066 487 5032

POST 13/116 : **PERSONAL ASSISTANT TO THE DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: COGTA 31/2025**

SALARY : R325 101 per annum (Level 07), basic salary
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12 with proven ability to apply knowledge and skills. Experience in a secretarial or administrative-related environment. Computer literacy. Knowledge of public service and/or MS Office. Recommendations: Ability to adapt to a changing environment. Ability to draft basic, correspondence, Plan, Organize, Communicate. Have good interpersonal relations, Work under pressure, Work in a team, Judge circumstances objective. Produce accurate work, Be professional. Integrity, Self-confidence, sense of responsibility, self-control, self-motivated and professional.

DUTIES : To provide a secretarial/receptionist support service to the Director. To render administrative support services. To provide support to the Director regarding meetings. To support the Chief Director with the administration of the directorate's budget.

ENQUIRIES : Mr. LS Mokoena at 066 487 5032

POST 13/117 : **SUPPLY CHAIN CLERKS REF NO: COGTA 32/2025 (X2 POSTS)**

SALARY : R228 321 per annum (Level 05), basic salary
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12 or equivalent qualification. Recommendations: Knowledge and understanding of general administration and office administration. Skills in the following: Proven computer literacy in MS Office (MS Word, Excel, Outlook); Written and verbal communication skills; Planning and organizing skills; Interpersonal relations; Basic analytical skills; Numeric skills; Critical thinking.

DUTIES : To administer requisitions for Procurement, Ledger Management, perform order administration and document distribution, Perform office administration and end-user service delivery, Asset Management and control accountability. Maintains the Departmental Asset Register on Logis. Capture balance adjustments on BACP for assets. Movement of assets from one asset list to another on selection BAMV. Co-ordinating stock tacking/ asset verification. Assist with asset identification during audit, sport checks and so forth. Maintains the relevant filing systems.

ENQUIRIES : Mr. T. Nkhetse at 066 253 2554

POST 13/118 : **DRIVER REF NO: COGTA 33/2025**

SALARY : R163 680 annum (Level 03), basic salary
CENTRE : Traditional Affairs QwaQwa
REQUIREMENTS : Grade 10 or equivalent and possession of a valid driver's license. Recommendations: Knowledge of the area in which the functions will be performed. Knowledge of the procedures to operate motor vehicles e.g. procedures to obtain authorities, complete the logbooks and consumable e.g. petrol, maintenance and inspection of such motor vehicles, etc.

DUTIES : Render an effective and efficient driver service for Traditional Affairs which includes collection, delivery and distribution of documents. Transportation of authorized officials, assets and or delivers submissions, fetching the mail from the post offices to their different destinations.

ENQUIRIES : Mr PA Moloi at 066 487 4969

POST 13/119 : **DRIVER REF NO: COGTA 34/2025**

SALARY : R163 680 annum (Level 03), basic salary
CENTRE : Traditional Affairs QwaQwa

- REQUIREMENTS** : Grade 10 or equivalent experience. and possession of a valid driver's license. Recommendations: Knowledge of the area in which the functions will be performed. Knowledge of the procedures to operate motor vehicles e.g. procedures to obtain authorities, complete the logbooks and consumable e.g. petrol, maintenance and inspection of such motor vehicles, etc.
- DUTIES** : Render an effective and efficient driver service for Traditional Affairs which includes collection, delivery and distribution of documents. Transportation of authorized officials, assets and or delivers submissions, fetching the mail from the post offices to their different destinations.
- ENQUIRIES** : Mr PA Moloi at 066 487 4969
- POST 13/120** : **CLEANER REF NO: COGTA 35/2025**
- SALARY** : R138 486 annum (Level 02), basic salary
CENTRE : Free State House of Traditional Leaders
REQUIREMENTS : Minimum educational qualification: Ability to read and write.
DUTIES : Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Ensure that cleaning equipment is clean after usage and securely stored. Optimal support to supervisor and colleagues. Effectively use of cleaning agents as well as elementary stock control. Effective utilization of cleaning materials and equipment.
- ENQUIRIES** : Mr. M Mokoena at 082 729 6334
- POST 13/121** : **CLEANER REF NO: COGTA 36/2025**
- SALARY** : R138 486 annum (Level 02), basic salary
CENTRE : Bolata Tribal Council
REQUIREMENTS : Minimum educational qualification: Ability to read and write.
DUTIES : Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Ensure that cleaning equipment is clean after usage and securely stored. Optimal support to supervisor and colleagues. Effectively use of cleaning agents as well as elementary stock control. Effective utilization of cleaning materials and equipment.
- ENQUIRIES** : Mr. PA Moloi at 066 487 4969
- POST 13/122** : **CLEANER REF NO: COGTA 37/2025**
- SALARY** : R138 486 annum (Level 02), basic salary
CENTRE : Mabohele Tribal Council
REQUIREMENTS : Minimum educational qualification: Ability to read and write.
DUTIES : Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Ensure that cleaning equipment is clean after usage and securely stored. Optimal support to supervisor and colleagues. Effectively use of cleaning agents as well as elementary stock control. Effective utilization of cleaning materials and equipment.
- ENQUIRIES** : Mr. PA Moloi at 066 487 4969

DEPARTMENT OF HEALTH

- CLOSING DATE** : 02 May 2025
- NOTE** : Applications must be submitted on new Z83 form. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered." The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV and application must submit copies of qualifications, identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need to be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only

shortlisted candidates for a post will be required to submit certified documents on or the day of the interview following communication from HR.as well as recently certified copies of all qualification(s), including a Senior certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 13/123 : **PROFESSIONAL NURSE SPECIALTY - ADVANCED/CHILD PSYCHIATRIC NURSING SCIENCE -PNB1-2 REF NO: HP/01/2025 (X3 POSTS)**

SALARY : Grade 1: R476 367 – R559 548 per annum
Grade 2: R538 99 - R723 954 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (optional), Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Free State Psychiatric Complex
: Grade 12. Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post-basic course of Advanced /Child Psychiatric with a duration of at least 1-year qualification. Current registration with the SANC (2025/2026). Knowledge and Skills: Knowledge of the legal framework appropriate for nursing practice. Good Communication Skills and interpersonal relationship. Knowledge of Mental Health act, procedures and legislation. Computer literacy.

DUTIES : Provide more complex and advanced comprehensive nursing treatment and care to patients in specialty unit a cost effective, efficient and equitable manner. Give direction and supervision for the implementation of the Nursing plan (clinical practice / quality patient care) as a shift leader. Implement standards, practices, criteria and indicators for quality Nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to Nursing and health care. Maintain a constructive working relationship with Nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Ensure that a holistic nursing care services is delivered to all patients in a cost effective, efficient and equitable manner by the unit. Ensure compliance to professional and ethical practice. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices.

ENQUIRIES APPLICATIONS : Me. ME Semelo Tel No: (051) 407 9207
: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 13/124 : **PROFESSIONAL NURSE SPECIALTY (MIDWIFERY)- PHC) (PNB1 – PNB2) REF NO: H/P/02/2025 (X5 POSTS)**

SALARY : Grade 1: R476 367 – R559 548 per annum
Grade 2: R583 989 - R723 954 per annum

		plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Lejweleputswa District (OMBU)
	:	Matric, Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Current registration with SANC (2025/2026). Grade 1: A minimum of 4 years appropriate / recognisable experience in nursing after registration with SANC as a Professional Nurse. Grade 2: A minimum of 14 years appropriate/ recognisable experience in nursing after registration with SANC as Professional Nurse. 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 nursing qualification in Advanced Midwifery, with a duration of a least 1 year, accredited with SANC as Professional Nurse of the period referred to above. A valid driver's license will be added advantage. Knowledge and Skills: Good communication; Interpersonal relations; Ability to work under pressure; Computer literacy. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	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. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).
<u>ENQUIRIES APPLICATIONS</u>	:	Me. NF Gigi Tel No: (057) 352 2706
	:	https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 13/125</u>	:	<u>PROFESSIONAL NURSE SPECIALTY - PHC) (PNB1 – PNB2) (X5 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R476 367 – R559 548 per annum Grade 2: R583 989 - R723 954 per annum plus 13th cheque, housing allowance, medical aid (optional), employee must meet the prescribed requirements
<u>CENTRE</u>	:	Lejweleputswa District – Kgotsong - Welkom Ref No: H/P/03/2025 Lejweleputswa District – Tshepong - Welkom Ref No: H/P/04/2025 Lejweleputswa District – Bophelong - Welkom Ref No: H/P/05/2025 Lejweleputswa District – Allanridge - Welkom Ref No: H/P/06/2025 Lejweleputswa District – Dealsville (Dealsville) Ref No: H/P/07/2025
<u>REQUIREMENTS</u>	:	Diploma\Degree in Nursing or equivalent that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with SANC 2025/2026. A minimum of 4 years appropriate\recognizable experience in nursing after registration with SANC as a Professional Nurse. Grade 2: A minimum of 14 years appropriate\recognizable experience in Nursing after registration with SANC as a Professional Nurse. At least 10 years of the period referred to above must be appropriate\recognizable experience after obtaining the 1-year post-basic qualification Health assessment treatment and care (Primary Health Care). Knowledge and Skills: Good interpersonal and communication skills. Health and Safety Act, Health Act, Nursing Act Planning and Organizing skills, Effective Communication skills Co-ordination skills, Collaboration skills, Computer Literacy Skills, Time Management Skills, Problem Solving skills, Report writing skills, Facilitation Skills.
<u>DUTIES</u>	:	Provision of quality comprehensive community health care. Provide primary preventative health care. Provide curative health care services. Referral to health support services. (rehabilitation, oral health etc. Doctors etc.Specialist). Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients' clinical conditions. Promoting scientific quality nursing care. Individual consultation session. Identify community needs. Initiate minor ailment treatment. Initiate community participation. Coordinate between hospital and community. Maintaining professional secrecy and preventing medico- legal risks. Attend and participate in doctors' visit. Arrange admission and outpatient appointments. Function as a member of the therapeutic team. Continuous evaluation of nursing care and

nursing services. Assessment of personal services delivery towards patients. Provision of administration services: Plan and organize daily tasks in clinics in co-operation with Clinical Manager. Complete and control Health Information data of all patients and activities as per policy. Ordering and control of stationary, medical stock, consumables as per delegation in absence of personnel responsible for different services. Ensure the safekeeping of stock assets. Ordering and control of medication as necessary as per delegations in absence of Pharmacist Assistant. Control of medicine prescribed to patients as per EDL. Up to date knowledge of appropriate legislation, regulations and departmental policies. Involvement with community meetings and committees in co-operation with Operational Manager. Identify needs for financial planning and indirect control of expenditure. Provision of education services; Clinical teaching, training and continuous evaluation of sub-category nursing personnel and support services in the clinic Manger. Teaching patients on one-to one basis. Personnel development, ie. Assessing in-service training, and implementing of training programme in co-operation with clinical Manager. Usage of equipment and machinery: Usage of basic medical equipment. Research responsibility, to assist in regional and departmental projects. Direct and indirect involvement with medical research. Involvement with matching research to the needs of the community.

**ENQUIRIES
APPLICATIONS**

: Me. NF Gigi Tel No: (057) 352 2706
: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 13/126

: **PHYSIOTHERAPY ASSISTANT REF NO: H/P/08/2025 (X2 POSTS)**

SALARY

: Grade 1: R217 092 - R248 226 per annum, OSD
Grade 2: R252 840 – R294 249 per annum, OSD
plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE
REQUIREMENTS**

: Lejweleputswa District Office
: Grade 12, Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as a Physiotherapy Assistant. Current registration with HPCSA for 2025/2026. Valid driver's license. Knowledge and Skills: They should have good verbal and written communication skills, ability to work in a team as well as ability to work under pressure in changing environment. Additionally, they should be able to relive colleagues as the need arises and work closely with other disciplines. Wheelchair repair courses will be an advantage.

DUTIES

: Conduct basic assessment and carry out treatment in consultation with registered Physiotherapist and per scope of practice, assist Physiotherapist with patient's treatment sessions, follow clinical/ treatment protocol in professional manner, train and educate patients on use of assistive devices. Inform physiotherapist and supervisor about the patient progress, document, treatment carried out. Participate in health promotion activities through education of individuals and the community. Provide outreach service-screening and treatment of patient. Conduct clinics and the group and other related initiatives as directed by Physiotherapist. Prepare treatment areas and physiotherapy equipment. Compile daily and monthly statistics. Attend monthly staff meetings. Participate in staff development actives and participate in CPD duties.

**ENQUIRIES
APPLICATIONS**

: Me. NF Gigi Tel No: (057) 352 2706
: <https://ihealth.fshealth.gov.za/e-Recruitment>

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SPORT, ARTS AND CULTURE**

Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets Women and People with Disabilities are encouraged to apply.

CLOSING DATE : 30 April 2025

NOTE : Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Designated race group, females and people with disabilities remain our target and are encouraged to apply. Applicants should apply using the Departmental Links allocated for each post. Only Z83 form and Curriculum Vitae (CV) should be attached. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. The Department reserves the right not to make any appointment(s) to the posts advertised. Pre-Entry Assessments: All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Practical Exercise: All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. The assessment must comprise a formal test to determine a candidate's proficiency in core functions and the technical dimensions specified in the job advertisement. <https://www.dpsa.gov.za/dpsa2g/documents/ep/2024>. Shortlisted candidates will be subjected to security clearance and pre-employment verifications. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. NB: Due to austerity measure the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. The advert will be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za, and www.dpsa.gov.za Applicants will be assisted to apply through the link at Department of Sport, Arts and Culture, 21 Biccard Street, Polokwane, Olympic Towers.

MANAGEMENT ECHELON

POST 13/127 : **CHIEF DIRECTOR: SPORT AND RECREATION REF NO: DSAC 2025/01**
Component: Chief Directorate: Sport & Recreation
Re-advertisement, Applicants who applied before are encouraged to apply again

SALARY : R1 436 022 per annum (Level 14), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs

CENTRE : Head Office

REQUIREMENTS : An undergraduate Qualification (NQF level 07) in Sport Management, Sport Sciences/ Management / Sport Administration qualification or equivalent as recognized by SAQA. A minimum of five (5) years' experience at Senior Management level. Extensive experience in Sport and Recreation Services. SMS pre-entry (Nyukela) certificate upon appointment. A valid driver's license (with the exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership; People Management and

Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public services. Knowledge of the relevant sport and recreation legislation. Thorough understanding of policy formulation and coordination. Good background in service delivery, turn around and change management strategy.

- DUTIES** : Provide leadership and high-level strategic direction and policy to the branch. Undertake, coordinate and monitor the implementation of the strategic plans of the chief directorate. Establish strategic direction of the branch to ensure alignment with business plans. Manage sport and recreation services. Coordinate processes for the upgrading of sport and recreation facilities created by local authorities. Develop and manage the implementation of seamless sport support programs, governance structures, coaching and technical officiating. Manage sport and recreation services. Ensure development and implementation of best practice manuals for the implementation of sport and recreation programs. Develop mechanisms for unlocking resources to extend the provision of sport and recreation services. Manage the development of provincial policy framework for sport and recreation governance. Develop a stimulating working environment for staff through leadership and sound management and development strategy. Enhance and maintain employee motivation and cultivate a culture of performance management.
- ENQUIRIES** : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032.
- APPLICATIONS** : <mailto:CDsportrecreation@sac.limpopo.gov.za>

OTHER POSTS

- POST 13/128** : **DEPUTY DIRECTOR: PROVINCIAL ARCHIVES & RECORDS REF NO: DSAC 2025/02**
Component: Directorate: Library and Archives

- SALARY CENTRE REQUIREMENTS** : R1 059 105 per annum Level (12)
: Head Office (Polokwane)
: An undergraduate qualification NQF level 6 in Archives / Records Management / Library Information Science / Studies as recognised by SAQA. A minimum of 3 years' experience in the Archives services environment. A minimum of three to five (3 -5) years' experience in the same field as Assistant Director level 9/10. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Organizing and planning. Computer literacy. Basic interpersonal relations. Analytical skills. Written and verbal communication. Research skills. Presentation skill. Training and presentation skills. Project management. Interviewing skills.

- DUTIES** : Manage provincial records classification, appraisal and disposal services: Preserving corporate memory and heredity, ensuring implementation of retention and disposal schedules, responding to internal and external information enquiries. Provide management, monitoring, evaluation and training: advising on and implementing new records management policies and classification systems, setting up maintaining, reviewing, and documenting records systems, storing, arranging, indexing, and classifying records. Collecting and appraisal of records: conduct inspections on records and archives management, recommend issuing of disposal authority. Conduct information research: document provincial heredity, research historic topics. Management of human resources and physical resources in the division: manage performance and development of employees within the division, develop and review the division's plans, ensuring adherence to the service delivery standards, compliance to applicable Acts, policies and strategies, proper management and accountability for assets of the division, motivate and inspire employees to attain organisational objectives.

- ENQUIRIES** : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032.
- APPLICATIONS** : <mailto:provincialarchivesandrecords@sac.limpopo.gov.za>

<u>POST 13/129</u>	:	<u>DEPUTY DIRECTOR: SECURITY SERVICES REF NO: DSAC 2025/03</u> Component: Sub-Directorate: Security Services
<u>SALARY</u>	:	R896 436 per annum (Leve 11)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Risk Management / Security Services/Criminology /Safety Management as recognised by SAQA. A minimum of three to five (3 -5) years' experience in the same field as Assistant Director level 9/10. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Communication. Report writing.
<u>DUTIES</u>	:	To manage the implementation of physical security functions: to manage and monitor that Physical Security site inspections are conducted and by also assisting to conduct support visit at the district level, monitoring of security services providers, manage access control, manage and monitor adherence / compliance to security measures, hold quarterly meetings with security service providers, manage the compilation of security reports, manage the implementation of security policies, communicate with external stakeholder s or agencies on matters related to physical security such as SAPS, SSA etc, monitor compliance as well as implementation of security measures e.g. policies, electronic security systems, security service providers, liaise and create a good relationship with security law enforcement/ensure effective communication with SAPS, SSA, and fire brigade, to advise the department on security related matters, manage that security breaches/incidents are recorded and security breach reports are compiled, conduct investigations on security breaches, collect information for investigation the affected people, report writing and making recommendations regarding steps to be taken to prevent reoccurrence of security breaches, conduct security evaluations, manage that security awareness programmes are conducted. Manage the implementation of minimum information security standards (MISS) manage that vetting and screening of employees are conducted, manage and ensure that personnel suitability checks, fingerprints are conducted, manage and ensure technical surveillance counter measure (TSCM) is conducted to strategic offices when need arises. Manage the coordination of security during departmental events: manage and coordinate security during departmental events in support of event projects managers/organizers and advise on security measures to put in place when having events, liaise and create a good relationship with security law enforcement/ensure effective communication with SAPS, SSA, and fire brigade, dept of health etc ,for support and advise the department on security related matters in preparation of events. Manage the performance of employees: Ensure that the performance of employees reporting directly to the post holder are evaluated to ensure compliance with PMDS policy. Manage compliance for contracted security service providers: Manage that reported security breaches are investigated and recorded manage that SLA signed by security service provider is complied with and meetings with security service providers.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032.
<u>APPLICATIONS</u>	:	mailto:DDSecurityServices@sac.limpopo.gov.za
<u>POST 13/130</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: DSAC 2025/04</u> Component: Chief Directorate: Financial Management
<u>SALARY</u>	:	R468 459 per annum Level (09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA in Accounting / Risk Management / Auditing. Three (3) years' experience in Finance / Auditing environment at salary level 7/8. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge of PFMA, Risk Management, project management, revenue and expenditure, assets and liability management, public service policies. Must have computer skills, communication skills, negotiation skills and ability to work under pressure

and ability to work with the team, Project management, People Management. Financial Management. Change and Knowledge Management. Problem solving and analysis. Client Orientation.

DUTIES : Monitor compliance regarding rules and regulations: Analysing financial statements and commenting to the immediate superior on the credibility of the report with respect to the financial position of the Department and compliance with applicable Acts, perusing through contractual agreements and assesses compliance with laid down procedures and policies, evaluating the adequacy and capability of internal controls to identify with deviations from guidelines and procedures, assessing the validity of performance in administrative functions and checking compliance to specific legislative frameworks, preparing draft comments and opinions on observations of specific processes, procedures, controls and systems. Co-ordinate internal and external audit management letters: Distribution of information to relevant units, ensure that responses are provided on time " assist the unit in responding to the queries " facilitate that the responses between the auditors and the department, ensure that the draft report from the auditors is responded on time, facilitate the meeting between the auditors and the relevant units, conduct follow up on non-responding to the queries, co-ordinate and support the operations of both auditor general and internal audit. Manage dissemination of information on specific key performance areas: Invite members of the meeting, provide logistical requirements of the meeting, write and distributes the minutes of the meetings, follow up and report on the outcomes of the resolution taken from the meeting, collaborating with other departments and professional bodies on audit procedural applications and principles and provide advice on the alignment of internal processes, forwarding of SCOPA resolutions to the units concerned for responses " ensure that relevant attachments are forwarded with the report, compile a monthly report on progress on scopa resolutions and await SCOPA request on progress from the legislature. Facilitate the implementation of audit investigative processes to determine irregularities or non-compliance: Receiving audit committee reports and analysing the scope and nature of the investigation, implementing procedures, analysing records and paper trails, conducting interviews and, testing and/ verifying information and data, draft comments, opinions and conclusions in respect of the investigation and findings.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032.

APPLICATIONS : <mailto:ASDInternalControlandCompliance@sac.limpopo.gov.za>

POST 13/131 : **ARCHIVIST REF NO: DSAC 2025/05**
Component: Directorate: Library and Archives

SALARY : R325 101 per annum (Leve 07)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification NQF level 6 in Archives / Records Management / Library Information Science / Studies as recognised by SAQA. A minimum of 2 years' experience in the Archives services environment. A valid driver's license (except for persons with disabilities) Skills and Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Organizing and planning. Computer literacy. Basic interpersonal relations. Analytical skills. Written and verbal communication. Research skills. Presentation skills. Training and presentation skills. Project management. Interviewing skills.

DUTIES : Design, evaluate, implement and maintain records classification systems. Design records classification systems in consultation with client offices, which includes all governmental bodies. Ensure that client offices submit draft records classification systems for evaluation and approval by the Provincial Archivist. Provide records management training. Facilitate planning for the courses through continuous liaison with stakeholders. Update the training manual and compile in line with policies and procedures. Conduct appraisal of records for disposal purposes. Conduct a contextual analysis, a comprehensive study of the organization concerned. Formulate a hypothesis on the overall value of records and records systems, indicating records with archival value and with little or no value. Conduct inspections to ensure compliance with proper records management practices. Draw up an annual inspection programme for approval and dissemination to the concerned offices. Provide professional support and advice to stakeholders. Conduct presentations on archives and

records management based on the need or the requests received from the client offices. Participate in consultation meetings and for a to address relevant concerns and problems with regards to records management practices. Collect, arrange, describe and preserve non- public and public records. Promote and market archival functions and services. Conduct educational and public outreach programmes such as tours, lectures, classes and school visits. Undertake the identification, research, selection and display of items for exhibitions.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032.

APPLICATIONS : <mailto:archivist@sac.limpopo.gov.za>

POST 13/132 : **LIBRARIAN REF NO: 2025/06**
Component: Directorate: Library and Archives

SALARY : R325 101 per annum (Level 07)
CENTRE : Kgapane Library (Mopani District)
REQUIREMENTS : An undergraduate qualification NQF level 6 as recognized by SAQA in Library & information Studies/Science. A minimum of 2 years' experience of Experience in the library environment. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.

DUTIES : Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a new established library. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day to day library operations. Responsible for the marketing and advocacy of library services and within the library. Facilitate establishment and full participation of book clubs. Perform necessary library administrative tasks. Conduct library orientation to users regarding library usage and retrieval of information. Provide information service to library users. Monitor library user's statistics and compile reports as required. Assist the District Librarian to conduct asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly, and annual reports. Supervise library staff.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032.

APPLICATIONS : <mailto:Librarian@sac.limpopo.gov.za>

POST 13/133 : **LANGUAGE PRACTITIONER; AFRIKAANS REF NO: DSAC 2025/07**
Component: Language Services
Re-advertisement, applicants who applied before are encouraged to apply again.

SALARY : R325 101 per annum (level 07)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification NQF level 6 in Languages / Language Practice with specialization in Afrikaans as recognized by SAQA. A minimum of 2 years of experience in the Translation field will be an added advantage. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge of Languages. Knowledge of Language policies (Limpopo Language Policy). Ability to work under pressure. Capacity to remain confidential. Communication with stakeholders.

DUTIES : Translation of official documents from source language to target language. Proofread documents. Terminology development with language stakeholders. Promotion of Literature. Conduct workshops for authors. Promotion of multilingualism and indigenous knowledge systems.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032

APPLICATIONS : <mailto:LanguagePractitionerAfrikaans@sac.limpopo.gov.za>

<u>POST 13/134</u>	:	<u>TRAINING OFFICER REF NO: DSAC 2025/08</u> Component: Directorate: HRM & D
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Management of Training, Human Resource Management or Development as recognised by SAQA. A minimum of 2 years' experience in the Human Resource Development environment. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Project management, Knowledge in human resource, sound and in-depth knowledge of relevant prescripts and application of research methodology, as well as understanding of the legislative framework governing the public service Management and leadership, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Organizing and planning. Computer literacy. Basic interpersonal relations. Analytical skills. Written and verbal communication. Research skills. Presentation skills. Training and presentation skills., problem solving skills, planning and organising, good interpersonal communication skills and coordination skills
<u>DUTIES</u>	:	Co-ordinate and implement internship and learnership programs: Coordinate funding with SETAs, coordinate the completion of the skills audit, coordinate with Colleges and Universities for learners placement, appoint and place interns and learners, assist interns to complete contracts & all administrative forms on assumption of duty, submit list of interns to Risk Management, inform relevant directorates and staff on new placements, assist interns and mentors to sign Performance agreement, hold quarterly monitoring meetings with interns & mentors, coordinate submission of interns quarterly reports & performance reviews, prepare testimonials and certificates, update database of interns, manage interns' time registers, prepare requisition vouchers and facilitate payment of stipends. Coordinate orientation and induction programme Identify and nominate newly recruited officials in the department for orientation and induction: Draft specifications, book venue and send invitations. Monitoring and evaluation, compile HRD programmes monthly and quarterly reports, compile internship annual report, compile Monthly Skills Programme reports, compile bursary annual report, design, develop and update training data base. Coordination of training: coordinate and liaise with training institutions and relevant stakeholders, draft specifications, send training invitations, compile training reports, book venues, follow up training attendees, capture training information on Workplace Skills Plan (WSP). Administer Bursaries: Co-ordinate bursary programs, determine bursary needs, monitor the performance of bursary holders, maintain bursary database. Coordination of HRD Policies: Liaise with stakeholders on policy matters, update RIQ Qualifications, coordinate implementation of RIQ, prepare MoU with stakeholders.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Makaulule MM and HR Intern Tel No: (015) 284 4143/ 4109/4144/4032.
<u>APPLICATIONS</u>	:	mailto:trainingofficerhrd@sac.limpopo.gov.za
<u>POST 13/135</u>	:	<u>SPORT ADMINISTRATION: COMPETITIVE SPORT REF NO: DSAC 2025/09</u> Component: Directorate: Sport Development
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 06) as recognized by SAQA in Sport Management / Sport Science/ Administration. Two (02) years' experience in Sport environment and Administration. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing, Problem solving skills, Good interpersonal relationships and Ability to work under pressure and Excellent Computer skills.
<u>DUTIES</u>	:	Maintain and update Sport Development data base: Ensure that customers are satisfied with the services rendered, adherence of Batho Pele Procedures and Principles. Render secretarial functions to the unit: Coordinate attendance of meetings, send well typed, edited minutes for Sport Development and management participation of meetings. Provide administrative logistical support for services: Ensure customers are informed about the services to be rendered. Ensure the application of Sport Development Procedures: Ensure

reports are compiled and submitted within the time frame. Ensure payments of invoices for the external clients: Ensure that customers are informed about the services to be rendered on time.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032.

APPLICATIONS : <mailto:sportadmincompetitivesport@sac.limpopo.gov.za>

POST 13/136 : **PERSONAL AIDE REF NO: DSAC 2025/10**
Component: Strategic Management and Planning
Re-advertisement, Applicants who applied before are encouraged to apply again.

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Head Office (Polokwane)
: An undergraduate qualification (NQF level 06) as recognized by SAQA. Must have English (Communication at level 3) must have knowledge of working with Blind people. Office Administration Certificate will be an added advantage. A minimum of 1 to 2 years' experience in working with Blind people. Sign language will be an added advantage. A valid driver's license (except for persons with disabilities). Skills and Knowledge: People Management. Time Management. Change Management. Project Management. Knowledge and Change Management. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the public service. Computer Literacy.

DUTIES : Provide Disability Support. Provide driver and messenger service to a Disabled person, Read printed documents to a disabled person when required, ensure logistical support during attendance of meetings and workshops to be attended by the disabled person, manage travel documentation when accompanying a Disabled person, provide administrative support to the disabled person, Manage calendar and correspondence, Facilitate the preparation and dissemination of memos, Receive information in various forms and determine the appropriate method of processing. Render general and technical support in planning and implementation of projects / programs. Coordinate meetings monthly to committees and forums. Compile monthly and quarterly reports. Take minutes and manage the register, participate in meetings. Provide General administration services. Develop database of relevant stakeholders within the unit and distribute information. Keep all the records and file them according to the departmental file plan, Update the collected information, Liaise with relevant stakeholders daily.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032.

APPLICATIONS : <mailto:personalAide@sac.limpopo.gov.za>

POST 13/137 : **FINANCE CLERK REF NO: DSAC 2025/11**
Component: Directorate: Financial and Management Accounting

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Polokwane
: NQF level 4/ Grade 12 certificate or equivalent qualification from a recognized institution of Basic Education. An undergraduate qualification NQF level 6 in Accounting/ Financial Accounting / Financial Management as recognised by SAQA will be an added advantage. Skills and Knowledge: Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship and problem-solving skills. Ability to work under pressure.

DUTIES : Receive and validate payments before processing: receive payment vouchers from supply chain, verify payments if they are ready for payment, capture the payments on BAS/LOGIS, put a received stamp on the vouchers as soon as they are received. Sort payments and register them for filing: sort payments and maintenance of payment register, compare payment vouchers with payment register if nothing missing, check the payments if they are signed and stamped. Compile BAS/LOGIS payments advice and processing payments of account: Attach payment advice for the payments which are paid, sort payment vouchers according to the payment numbers, record all the payments to registry for filing, verifying all the payments on the payment register. Print payment register of the payments: Print a payment register for payments which

are paid, verifying all the payments on the payment register, take those for filing at records. Attending to enquiries internal and external: Handle the enquiries of payments telephonically, help the customers who want to check the status of their payments if they will be paid or not, communicate with the end users if something in their directorates need to be fixed regarding the suppliers who rendered services, call the suppliers to update their accounts on CSD if they are not updated.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032

APPLICATIONS : <mailto:financeclerk@sac.limpopo.gov.za>

POST 13/138 : **SPORT AND RECREATION GRANT ADMINISTRATOR REF NO: DSAC 2025/20 (X2 POSTS)**

Component: Chief Directorate: Sports & Recreation

SALARY : R228 321 per annum (Level 05), plus 37 % of lieu of benefit

CENTRE : Head Office

REQUIREMENTS : NQF level 4/ Grade 12 qualification as recognised by SAQA. An undergraduate qualification (NQF level 06) as recognized by SAQA in Sport Management / Sport Science/ Administration. Two (02) years' experience in Sport environment and Administration. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Public Service Acts, Regulations, policies, and other legislative frameworks. Knowledge of Sport Administration Planning and organising, knowledge of grant framework, Computer literacy, Project planning, Problem solving Communication and Report writing.

DUTIES : Coordinate Sport and Recreation grant reports: Receive monthly and quarterly reports, liaise with internal Monitoring and Evaluation Sub-Directorate on grant reports, receive submission of reports by districts and facilitate submission of reports to various stakeholders. Administer sport and recreation business plan system: Update Sport and recreation business plan system, capture Sport and Recreation grant expenditure, consolidate sport and recreation grant business plan, capture portfolio of evidence and attend sport and recreation grant meetings. Provide support for women and disabled sport programmes: Provide administrative support, render logistical arrangements for special sport meetings and events and update the database for women and people with disabilities participating in sport in the province. Monitor utilisation of sport and recreation facilities: Update the database for Sport and Recreation facilities, compile monthly records of utilised sport and recreation facilities, render logistical arrangements of sport and recreation facilities meetings and render administrative support for MIG projects.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032

APPLICATIONS : <mailto:SRGrantAdministrator@sac.limpopo.gov.za>

POST 13/139 : **LIBRARY ASSISTANT (X4 POSTS)**

Component: Chief Directorate: District Coordination

SALARY : R193 359 per annum (Level 04)

CENTRE : Sekhukhune District Library Ref No: DSAC 2025/12

Morebeng Library Ref No: DSAC 2025/13

Moletji Library Ref No: DSAC 2025/14

Khubvi Library Ref No: DSAC 2025/15

REQUIREMENTS : NQF level 4/ Grade 12 certificate or equivalent qualification from a recognized institution of Basic Education. An undergraduate qualification NQF level 6 in Library and Information Studies/Library and Information Science as recognised by SAQA will be an added advantage. A valid driver 'license (except for persons with disabilities). Skills and Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship and problem-solving skills. Ability to work under pressure.

DUTIES : Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing of library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorisation. Assist with

executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reading, research materials and computer related information. Assist with counter, phone and email enquiries from library users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032.

APPLICATIONS :
mailto:LibraryAssistantMoletji@sac.limpopo.gov.za
mailto:LibraryAssistantSekhukhune@sac.limpopo.gov.za
mailto:LibraryAssistantmorebeng@sac.limpopo.gov.za
mailto:LibraryAssistantKhubvi@sac.limpopo.gov.za

POST 13/140 : **GROUNDSMAN REF NO: DSAC 2025/16**
Component: Directorate: Communications and Information Technology

SALARY : R138 486 per annum (Level 02)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of Basic Education. Certificates of training services in cleaning will be an added advantage. Knowledge and Skills: Work procedures such as Cleaning, Operating equipment and Health and safety. Interpersonal relationship, communication skills and Organising skills.

DUTIES : Maintain premises and surroundings: Empty dirt bins, clean premises and surroundings. Maintain the garden: watering the garden, prune and trim flowers and trees, mow the grass, remove weeds and garden refuse, apply insecticides and cultivate the soil for trees. Maintain gardening equipment and tools: Detect and report malfunctioning of gardening equipment and tools and repair minor defects of gardening equipment and tools.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032.

APPLICATIONS : mailto:groundsman@sac.limpopo.gov.za

POST 13/141 : **GENERAL WORKER REF NO: DSAC 2025/17**
Component: Chief Directorate: District Coordination

SALARY : R138 486 per annum (Level 02)
CENTRE : Muti Wa Va Tsonga
REQUIREMENTS : NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of Basic Education. Knowledge and Skills: Good communication skills. Be physically fit and in good health and not allergic to grass and able to work under pressure and different working conditions or environment (outdoor environment). Knowledge of different buildings, maintenance and cleaning styles, (i.e. paving maintenance, bush clearing, creation of firebreaks, soil erosion control, etc.

DUTIES : Perform routine activities on the maintenance of the Museums or Heritage site. Ensure the cleaning and maintenance: cutting, collection and use of all raw materials for the restoration and renovations of the museums or heritage site structures and the surroundings, etc. Cleaning of museums or heritage site facilities and structures, care of the allocated working tools and equipment. Landscaping such as controlling water streams in the site to avoid soil erosion. Ensure de-bushing and weed clearing around the Museums premises and the surroundings. Creation and maintenance of fire breaks around the museums and surroundings. Maintenance of Museums fence and enclosure. Render any manual labour necessary for the effective care and maintenance of the Museums.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Makaulule MM and HR Intern Tel No: (015) 284 4143/ 4109/4144/4032

APPLICATIONS : mailto:gwmutiwavatsonga@sac.limpopo.gov.za

POST 13/142 : **GENERAL WORKER (X2 POSTS)**
Component: Chief Directorate: District Coordination

SALARY : R138 486 per annum (Level 02)
CENTRE : Waterberg District Ref No: DSAC 2025/18
Tzaneen Library Ref No: DSAC 2025/19

- REQUIREMENTS** : NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of Basic Education. Knowledge and Skills: Good communication skills. Be physically fit and in good health and not allergic to grass and able to work under pressure and different working conditions or environment (outdoor environment). Knowledge of different buildings, maintenance and cleaning styles, (i.e. paving maintenance, bush clearing, creation of firebreaks, soil erosion control, etc.
- DUTIES** : Perform routine activities on the maintenance of the district. Ensure the cleaning and maintenance: cutting, collection and use of all raw materials for the restoration and renovations of the surroundings, etc. Cleaning of structures, care of the allocated working tools and equipment. Landscaping such as controlling water streams in the site to avoid soil erosion. Ensure de-bushing and weed clearing around the premises and the surroundings. Creation and maintenance of fire breaks around the district and surroundings. Render any manual labour necessary for effective care and maintenance.
- ENQUIRIES** : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032
- APPLICATIONS** : <mailto:gwwaterburg@sac.limpopo.gov.za>
<mailto:gwtzaneen@sac.limpopo.gov.za>

**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>	:	30 April 2025
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only online applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note: The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). N.B. Applicants are advised to apply as early as possible to avoid disappointments.

OTHER POSTS

<u>POST 13/143</u>	:	<u>MANAGER NURSING (PN-A9): COMMUNICABLE DISEASE CONTROL REF NO: MPDOH/APR/25/01</u>
<u>SALARY</u>	:	R1 155 099 – R1 320 732 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A tertiary qualification in Health Sciences, preferably in Public Health. A minimum of ten (10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience in management level at Public Health Service. Competencies: Knowledge of the District Health System, District Health Planning, District Health Expenditure Reviews. A demonstrable understanding of the PFMA and Treasury Regulations, Financial Management, People Management and Empowerment, Client Orientation and Customer Care. Skills: Leadership, Excellent Communication skills (verbal and written), Problem Solving, Computer Literacy and Presentation Skills. Ability to work under pressure. Valid driver's licence.
<u>DUTIES</u>	:	To coordinate and support the implementation of Communicable Disease Control Health Programmes. Coordinate and facilitate the implementation of

Malaria Control Programmes. Coordinate and facilitate the implementation of Infection Control Programmes. Coordinate and facilitate the implementation of HIV / AIDS related Programmes. To manage and coordinate Environmental Health Services. To manage and coordinate, plan and support the implementation of Health Promotion Programmes. To coordinate and facilitate the implementation of Infection Prevention and Control (IPC) Programmes. To coordinate and facilitate the implementation of HAS related services to reduce the HIV/AIDS prevalence. To coordinate and facilitate the implementation of TB Control Programmes.

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 13/144 : **PHARMACIST GRADE 1 REF NO: MPDOH/APR/25/**

SALARY CENTRE REQUIREMENTS : R848 862–R900 948 per annum
 : Embhuleni Hospital (Gert Sibande District)
 : Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Current registration with South African Pharmacy Council (SAPC) (2025). Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.

DUTIES : Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.

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 13/145 : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/APR/25/ (X11 POSTS)**

SALARY CENTRE : R693 096 – R789 861 per annum
 : Moreipuso Clinic and Welverliend Clinic (Ehlanzeni District) Emalahleni Sub-district, Thubelihle CHC, Emthonjeni Clinic (Machadodorp), Lefiso CHC, Thembalethu CHC (Nkangala District), Diepdale Clinic, Dirkiesdorp Clinic, Siyathemba CHC and Embalenhle CHC (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2025) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

DUTIES : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in

accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

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 13/146 : **OPERATIONAL MANAGER (PN-A5): GENERAL REF NO: MPDOH/APR/25/ (X3 POSTS)**

SALARY CENTRE : R549 192 - R629 121 per annum
Ehlanzeni District: Shongwe Hospital

REQUIREMENTS : Nkangala District: Impungwe Hospital and KwaMhlanga Hospital
Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2025). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in OPD Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develops and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

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 13/147 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC REF NO: MPDOH/APR/25/ (X5 POSTS)**

SALARY CENTRE : R476 367 – R559 548 per annum
Ehlanzeni District: Msogwaba Clinic, Sikhwahlane Clinic, Orinocco Clinic, Arthurstone Clinic and Islington Clinic

REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma /

		Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2025), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makoropo 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 13/148</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/APR/25/ (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R476 367 – R559 548 per annum
	:	Nkomazi Sub-district: Mangweni Clinic, Zoeknog Clinic
	:	Ehlanzeni District: Mpakeni Clinic
	:	Nkangala District: Phola CHC and Thembaletu CHC
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2025), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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 13/149 : **ASSISTANT DIRECTOR: LOSS AND DISPOSAL MANAGEMENT REF NO: MPDOH/APR/25/**
Re-advertisement

SALARY CENTRE REQUIREMENTS : R468 459 per annum, (plus service benefits)
: Provincial Office, Mbombela (Nelspruit)
: Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree in Finance / Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Public Management / Management Accounting / Economics / Auditing as recognized by SAQA. At least a minimum of 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (level 7/8). Key Competencies: Computer literacy MS office; Sound knowledge of administration; Good interpersonal relations, communication, verbal and written skills; Problem solving; Ability to work under pressure and work independently; Teamwork; Knowledge of PFMA; Logical and innovative thinking abilities and leadership skills. Understanding of modified cash standard (mcs). Public service transformation and management issue. White paper on transformation of public service. Public service Act. public service regulations and relevant prescripts. Departmental policies and procedures. Batho Pele Principles. Labour relations and collective bargaining systems. Minimum information security standards. Skills: Administration and financial management. self- management. Budgeting and financial management. customer focus and responsiveness. Development others. Planning and organizing, decision- making, project management. Team leadership, managing Interpersonal conflict. Impact and influence. computer literacy diversity management. Networking and building bonds. A valid driver's licence.

DUTIES : Render loss and disposal management services. Coordinate and administer loss and disposal assets. Develop and implement guidelines on disposal of assets and losses. Develop and monitor the implementation of management policies, systems and processes. Co- ordinate, review and undertake the implementation of the physical asset framework and policies, monitor assets through verification (physical condition, functionality, utilization and financial performance) evaluation and reporting.

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 13/150 : **ASSISTANT DIRECTOR: MOVABLE AND IMMOVABLE ASSESTS REF NO: MPDOH/APR/25/**
Re-advertisement

SALARY CENTRE REQUIREMENTS : R468 459 per annum, (plus service benefits)
: Provincial Office, Mbombela (Nelspruit)
: Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree (NQF Level 6/7) in Finance / Asset Management, Logistics / Fleet management / Financial Management / Management Accounting as recognized by SAQA. At least a minimum of 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (level 7/8). Key Competencies: Computer literacy MS office; Sound knowledge of administration; Good interpersonal relations, communication, verbal and written skills; Problem solving; Ability to work under pressure and work independently; Teamwork; Knowledge of PFMA; Logical and innovative thinking abilities and leadership skills. A valid driver's licence.

DUTIES : To render movable and immovable assets. Develop and render assets management policies. Administer the transfers and movement of assets. Conduct physical verification of assets. Facilitate the acquisition performance and disposal of assets. Render the performance departmental assets and facilities. Facilitate recording of loss, damage or management of assets. Render asset register and registration of assets on LOGIS system. Provide movable asset management services. Develop and maintain asset register.

Coordinate and administer donations and surpluses. Develop and implement guidelines on asset management donations and surpluses. Develop and monitor the implementation of asset management policies, systems and processes.

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 13/151 : **DIETICIAN GRADE 1 REF NO: MPDOH/APR/25/**

SALARY : R397 233 - R454 191 per annum
CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus BSc Dietetics Degree. Registration with the HPCSA as a Dietician (2025). 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 South Africa. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.

DUTIES : Render preventative Nutrition Services (including growth monitoring, education, etc) in the surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group.

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 13/152 : **PHYSIOTHERAPIST GRADE 1 REF NO: MPDOH/APR/25/**

SALARY : R397 233 - R454 191 per annum
CENTRE : Barberton Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as Physiotherapist (2025) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as Physiotherapist (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as Physiotherapist (Independent Practice) for foreign qualified employees. Extensive experience in the assessment and treatment of critical patients. (Neurosurgery, Orthopaedic, ICU, etc.). Extensive management, administration and supervisory experience. Ability to function within a multi-disciplinary team setting to be flexible and to work independently. Good problem-solving, conflict resolution, interpersonal, organizational and communication skills. Willingness to work under pressure. Computer literacy.

DUTIES : Manage a clinical load and develop Physiotherapy services in all the sections of the institution. Assist in the management, policy formulation, and operational planning process of the unit. Supervise and develop personnel in team including mentoring Physiotherapists at a more junior level. Undertake quarterly evaluations and training of allocated operational staff and students. Co-ordinate all administrative activities regarding the patients, clinical area and in the unit. Supervise and train students. Participate in outreach programmes.

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 13/153 : **OCCUPATIONAL THERAPIST GRADE 1 REF NO: MPDOH/APR/25/**

SALARY : R397 233 - R454 191 per annum
CENTRE : H A Grove Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as an Occupational Therapist (2025) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as an Occupational Therapist (Independent Practice) for foreign qualified employees. Clinical experience in general adult and paediatric assessment and treatment is required. Knowledge in the fields of mental health, vocational rehabilitation, neurology, hand injuries, burns, amputations, developmental delays, etc. is be expected. Clinical experience in these fields will be beneficial.

DUTIES : To provide optimal and evidence based occupational therapy in individual and group settings for in, out and clinics patients. To administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. To perform and complete administrative functions including record keeping, statistics, participate in various meetings and awareness campaigns. To plan for and participate in internal and external audits and ensure departmental standards and effective service delivery. To participate in the performance management and training and development programs within the department. To supervise junior level staff. To supervise allocated students and learners.

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 13/154 : **RADIOGRAPHER GRADE 1 REF NO: MPDOH/APR/25/ (X2 POSTS)**

SALARY : R397 233 - R454 191 per annum
CENTRE : Lydenburg Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2025). Grade 1: SA Qualified employees: None 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 of whom it is not required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.

DUTIES : Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc.). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

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 13/155** : **DENTAL THERAPIST GRADE 1 REF NO: MPDOH/APR/25/**
- SALARY** : R397 233 - R454 191 per annum
CENTRE : Matibidi Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dental Therapist. Current registration with the HPCSA as Dental Therapist Grade 1 (2025): 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: Good verbal and written communication skills. Good interpersonal relations. Problem solving skills. Knowledge of relevant Health and Safety Act. Ability to perform basic quality assurance tests. Computer literacy. Valid driver's licence.
- DUTIES** : Communicate effectively with patients to obtain and evaluate their dental history and diagnose the condition. Scale and polish teeth. Carry out clinical examinations. Treat and restore deciduous teeth known as pupil therapy. Responsible for dental extractions. Take dental impressions and dental radiographs. Recognize, identify and interpret abnormalities and common pathology. Remove plaque and other coatings. Advice children and adults with special needs about their dental treatment. Motivate and educate individuals or groups of people to care for their oral hygiene and eat a healthy diet. Refer patients where necessary to other healthcare professionals. Records accurately patient's dental history and dental treatment plan.
- 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 13/156** : **STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: MPDOH/APR/25/**
Re-advertisement
- SALARY** : R325 101 per annum, (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Finance / Financial Management / Management Accounting as recognized by SAQA. Knowledge and experience of provisioning administration, focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence will be an added advantage.
- DUTIES** : Capturing of receipts and journals on BAS. Monitoring of PEIS accounts. Billing of PAIA accounts. Administer sectional logistics. Collect cash and deposit. Prepare Own Revenue Transfer schedule. Prepare reconciliation and financial reports. Request reports on BAS for submission to Provincial Treasury
- 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 13/157** : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/APR/25/**
Re-advertisement
- SALARY** : R324 384 – R382 107 per annum
CENTRE : Matibidi Hospital (Ehlanzeni District)

<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 1-10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
<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 13/158</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/APR/25/40 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R264 750 – R298 482 per annum
<u>REQUIREMENTS</u>	:	Ehlanzeni District: Gutshwa Clinic, Matibidi Hospital Gert Sibande District: Eerstehoek Clinic Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2024). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.
<u>DUTIES</u>	:	Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.
<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.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF TRANSPORT SAFETY AND LIAISON**

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

- APPLICATIONS** : Applications stating the relevant reference number must be sent to: Head of Department: Department of Transport, Safety and Liaison, t & l Building, 69 Memorial Road, Kimberley, Private Bag X5016, Kimberley, 8300. Email: Dtsl_recruitment@ncpg.gov.za
- FOR ATTENTION** : Ms.J.J.Jafta
- CLOSING DATE** : 02 May 2025
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department) and must be completed in full and page 2 originally signed; Clear indication of the post and reference number must be indicated on your Z.83. A detailed comprehensive CV specifying all qualifications and experience with respective dates. Applications submitted on the incorrect application form (old Z83) will be disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's license before or on the day of the interview. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). All shortlisted candidates will be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. Note" in line with DPSA Circular 19 of 2022, applicants are required to submit the new employment Z83 form which can be downloaded at www.dpsa.gov.za vacancies or obtained at any government. A recently updated, comprehensive CV, with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. The provision of certified copies of qualifications will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Should you be in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Correspondence will be limited to successful candidates only. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Each application for employment form (Z83) must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification during the selection process. Applications submitted using the old Z83, as well as not submitting the required documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date; late applications will not be considered.

OTHER POST

- POST 13/159** : **SECURITY OFFICERS REF NO: S4.1/04/01 (X38 POSTS)**
Directorate: Corporate Services
- SALARY** : R163 680 – R192 810 per annum (Level 03)
- CENTRE** : Head Office: (Kimberley) Northern Cape
- REQUIREMENTS** : ABET / Grade 11 Certificate and Grade "C" PSIRA or equivalent qualification. 1– 2 years' experience in security operation. No criminal records or case pending against you. Be able to work independently and in a team. Willingness to work irregular hours and shifts (Day/Night including weekends and holidays) due to the nature of the job, be willing to be vetted. Knowledge and Skills: Knowledge of Security legislation, policies and Procedures, Public Service Regulations, Security Registers, Batho Pele Principles, MISS, Good customer

management skills, good communication, interpersonal skills, and Problem-solving skills. Time management. Attributes: Discipline, Self-confidence, Meticulous, Flexible, Initiative, Ethical, Reliable, Independent.

DUTIES

: Perform access control functions. Provide escort to visitors and contractors while in the premises. Subject everyone entering the premises and their baggage to electronic search through metal detector and x-ray machine. Ensure safety of staff and visitors in the building and premises. Provide general and patrolling duties including in the parking area, searching of vehicles and checking of security duty points ensure all incidents are recorded in the occurrence book. Keep register of requests to open offices and report pattern to supervisor. Ensure that only authorized person access parking and register all visitors vehicles entering the premises. Ensure that all departmental assets leaving the building are registered and authorized by relevant sub directorate. Ensure that unauthorized persons and dangerous objects do not enter the building/premises and allow visitors/contractors into the building as per direction of security management.

ENQUIRIES

: Mr.Moses Mjoli at 083 505 1460, Ms.Jane Jafta at 069 224 6157

NOTE

: Woman and persons with disabilities are encouraged to apply. Note" in line with DPSA Circular 19 of 2022, applicants are submitting Z83 and CV Only

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

CLOSING DATE : 05 May 2025
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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 13/160 : **DISTRICT MANAGER: LANDCARE (MOORREESBURG) REF NO: AGR 34/2025**

SALARY : R896 436 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 Civil Engineering; A minimum of 3 years management experience; A minimum of 6 years' experience in natural resources; 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: B-Tech Degree (NQF 7) or an undergraduate qualification (NQF Level 7) as recognised by SAQA in Civil Engineering or appropriate B.Sc. Degree or appropriate B.Sc. Degree in Agriculture. Competencies: Knowledge of the following: Land Conservation Act and financial schemes; Protection of irrigated lands; Rehabilitation of agricultural lands; Engineering services; Risk and disaster management practices and disaster relief schemes; Public Finance Management Act. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Project management; Account and Finance and Audit; Information Technology; Economic financial analysis; Policy interpretation; Strategic Planning Report writing, prepared to travel; Ability to work independently and as part of a team.

DUTIES : Manage the administration of schemes and provision of agricultural disaster risk reduction (prevention, mitigation, preparedness, response and relief) support services; Manage planning of farms and Landcare services in the conservation of the natural resources; Deliver advice to stakeholders and promote integrated governmental relations and partnership building; Conduct Financial Management Perform People Management.

ENQUIRIES : Ms A Petersen Tel No: (021) 808 5010
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 13/161 : **TECHNICAL MANAGER: TECHNICAL SUPPORT SERVICES (ELSENBURG) REF NO: AGR 37/2025**

SALARY : R582 444 - R686 091 per annum (Level 10)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Animal Health; A minimum of 3 years' experience in management of technical staff; Registration as an Animal Health Technician with the South African Veterinarian Council; 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: Animal Disease Control; Effective and rapid implementation of operational plans; Sound organisational and planning skills; Good

- Communication Skills; Effective work planning and scheduling; Interpersonal Relations; Analytical and problem-solving skills; Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook).
- DUTIES** : Manage and improve working activities of Animal Health Technicians by promoting standardisation, monitoring and evaluation; Manage operational resources, equipment and supplies in the sub-programme: Animal Health To ensure implementation of approved disease surveillance plans and good record keeping of statistical data; Implementation of approved working plans in providing a primary animal health care service to livestock farmers; To liaise and coordinate action plans with stakeholders involved in animal disease prevention and control; Assist management and provide information for Programme reports and evaluation.
- ENQUIRIES APPLICATIONS** : Dr N Magadla Tel No: (021) 808 5250 / (084) 488 7561
: 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 13/162** : **LECTURER: ANIMAL PRODUCTION (ELSENBURG) REF NO: AGR 38/2025**
- SALARY CENTRE REQUIREMENTS** : R397 116 - R467 790 per annum (Level 08)
: Department of Agriculture, Western Cape Government
: An appropriate 4-year BSc degree (equivalent or higher qualification) in Agriculture Animal Production; A minimum of 3 years appropriate experience in Animal Production; 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: AgriSETA Assessor and Moderation accreditation; Working knowledge and experience in training in Plant and Animal production. Competencies: Good knowledge of the subject field and proven knowledge of Animal Production. Skills needed: Communication (written and verbal); Computer literacy; Leadership, Planning and Organising; Formal training and presentation.
- DUTIES** : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students through compilation of question papers and memorandums for examination; Administrative responsibilities; Keep abreast of applicable prescripts, policies, procedures, technologies and new developments in the subject field.
- ENQUIRIES APPLICATIONS** : Ms G Jacobs Tel No: (021) 808 7000
: 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 13/163** : **TRACTOR DRIVER/OPERATOR: GROUNDS MAINTENANCE (ELSENBURG) REF NO: AGR 36/2025**
- SALARY CENTRE REQUIREMENTS** : R193 359 – R227 766 per annum (Level 02)
: Department of Agriculture, Western Cape Government
: Grade 12 (or equivalent qualification); A minimum of 1-year relevant experience; A valid (Code C1) driving licence. Competencies: Good understanding of the following: Practical knowledge of routine tractor work and use of correct implements with the tractor to plough, mowing grass, cleaning of ditches and to a heavy-duty trailer; Ability to handle tools and to perform basic maintenance; Skills needed: Self-management; Communication (written and verbal); Computer literacy in MS Office package (Word, Excel, PowerPoint); Ability to work independently and as part of a team.
- DUTIES** : Operate tractor with various implements to assist with farm activities; Transport of various goods; Garden, cleaning and disposal of waste material; Perform vehicle maintenance and administrative support activities; Ensure safe storage, cleaning and routine vehicle/implements maintenance such as tyre checking, water levels, oil and tyre pressure; Assist with dispensing and receiving fuels and oils; Firefighting and prevention.
- ENQUIRIES APPLICATIONS** : Mr V Govender Tel No: (021) 808 5422
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

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

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

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

CLOSING DATE : 05 May 2025

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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 13/164 : **ASSISTANT DIRECTOR: LIBRARY SERVICES, METROPOLE REF NO: CAS 27/2024 R1**

SALARY : R468 459 - R561 894 per annum (Level 09)
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 3 years 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. Recommendation: Experience in Library Collection development. Competencies: Knowledge of Collection development; Planning and organising; Interpersonal relationships; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Supervision; Communication skills (written and verbal); Ability to work independently and as part of a team.

DUTIES : Oversee the administration and provision of library material and equipment in a control area; Asset management (assets and disposals) in a control area; Provide professional guidance and training in a control area; Project implementation and library planning in a control area; Financial management; People management

ENQUIRIES : Ms R Mouton Tel No: (044) 814 1481

POST 13/165 : **HERITAGE OFFICER: BUILT ENVIRONMENT REF NO: CAS 17/2025 (X2 POSTS)**

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Architecture, History, Art History, Town and Regional planner, Engineering, Building Sciences, Social history, Archaeology, Palaeontology or related discipline; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to

transport, may also apply. Competencies: Knowledge of the following: Training in Architecture, Anthropology, History, Art History, Town and Regional planning, Engineering, Building Sciences, or related disciplines. Skills needed: Computer literacy; Written and verbal communication; Analytical thinking; Project Management; Development of systems and databases; Planning and organising.

DUTIES : Processing application for permits, impact assessment and appeals received in terms of the National Heritage Resources Act (Act 25 of 1999) and other relevant legislation; Develop proposals for formal protection of heritage resources; Monitor and enforce compliance with permits and conditions of impact assessments and other aspects of legislation; Provide professional/ technical assistance/ advice and undertake advocacy on heritage matters; Provide professional/ technical assistance to other departments/ units.

ENQUIRIES : Ms W Dhansay Tel No: (021) 829 3221 /Waseefa.Dhansay@westerncape.gov.za

POST 13/166 : **HERITAGE OFFICER: ARCHAEOLOGY, PALEONTOLOGY AND METEORITES REF NO: CAS 18/2025**

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification) Social history, Archaeology or related discipline; 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: Experience in Microsoft Office packages. Competencies: Knowledge of the following: Training in archaeology, and related disciplines; Human resource Management; Management of Finance in line with the PFMA. Skills needed: Computer literacy; Written and verbal communication; Analytical thinking; Project Management; Development of systems and databases; Planning and organising; Conflict resolution.

DUTIES : Process applications received in terms of the NHRA (25 of 1999); Provide specialist advice on applications and appeals with regard to archaeology, palaeontology and meteorites; Provide a secretariat service to HWC for APM/IACOM; Monitoring and enforcement of compliance in terms of heritage policies with regard to archaeology, palaeontology and meteorites; Manage a provincial heritage conservation service in terms of Section 38 development applications with regard to archaeology, palaeontology and meteorites (APM); Provide professional/ technical assistance to other departments/ units.

ENQUIRIES : Ms W Dhansay Tel No: (021) 829 3221 /Waseefa.Dhansay@westerncape.gov.za

POST 13/167 : **ADMINISTRATION CLERK: SUPPORT SERVICE REF NO: CAS 19/2025**

SALARY : R228 321 - R268 950 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in Microsoft Office packages; 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: Relevant job knowledge; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Good written and verbal communication; Planning and organising; Interpersonal skills.

DUTIES : Render general clerical support services; Provide supply chain clerical support services within the component and to the public entity Heritage Western Cape; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component

ENQUIRIES : Ms Z Ismail at 021 483 9695 / Zahraa.Ismail@westerncape.gov.za

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 05 May 2025

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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 13/168 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): AIR QUALITY REGULATORY SERVICES REF NO: EADP 03/2025**

SALARY CENTRE : R498 816 per annum, (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : Relevant Honours Degree in Environmental Management or Physical / Natural Sciences or Engineering (or an equivalent qualification); A valid (Code B) driving license. Recommendation: Experience in the following: Environmental Management, Integrated Environmental Management, particularly Air Quality Management; Regulatory Services (licensing, permitting, etc.); Environmental Legislation; Compliance and Enforcement; Project Management / Planning. Competencies: Knowledge of the following: Environmental management (air quality management, integrated environmental management; pollution management; Air Quality Management Systems (e.g. atmospheric emission licensing, air quality management planning, etc.); Compliance monitoring and enforcement with respect to statutory obligations (e.g. NEMA; NEM: AQA); Environmental legislation (e.g. NEMA, NEM:AQA); Skills needed: General office / administrative, budgeting and financial management; Research and report writing; Proven computer literacy (MS Office); Written and verbal communication; Ability to work independently and as part of a team.

DUTIES : Provide specialist advice and technical expertise towards the development and administration of Air Quality Management systems and policies; Provide leadership support, guidance and technical advice on the development and implementation of specific projects (e.g. Atmospheric Emissions Licensing, Emissions Inventory, Dispersion Modelling; Air Quality Management Planning, information management and capacity building); Contribute towards the development and implementation of air quality regulatory projects and capacity building; Provide specialist advice and technical expertise and assistance with respect to Atmospheric Emissions Licensing processes and Integrated Environmental Management applications; Provide specialist inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM: AQA); Provide support and input to all financial management, human resource management, administrative and strategic planning and related functions.

ENQUIRIES : Mr E Roux Tel No: (021) 483 8378

POST 13/169 : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): ENVIRONMENTAL IMPACT ASSESSMENT REF NO: EADP 04/2025 (X2 POSTS)**

SALARY CENTRE : R343 842 per annum, (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government.

REQUIREMENTS : An appropriate 3-year tertiary National Diploma/B-Degree in Environmental Management, Natural or Environmental Sciences or related field; A valid driving license (Code B or higher); Registered as a Candidate Environmental Assessment Practitioner (EAP) or Registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA): already registered; or meets the requirements for registration and have either already applied for registration or will by a certain date apply for registration (appointment will be conditional to actual registration with EAPASA by a specified date). Recommendation: Working knowledge and experience in

the following: Review of EIA applications; Integrated Environmental Management, including applicable legislation and policies; post-decision requirements (e.g. amendment applications, Environmental Audit reports and ECO reports). Competencies: Knowledge in the following: Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation of environmental impact assessments; Methodologies for the evaluation of environmental management programme reports, as well as environmental monitoring, audit and ECO reports; Practical implementation of environmental policies, guidelines, norms and standards; Environmental management systems; Practical implementation of environmental legislation, policies, norms and guidelines; Integrated Environmental Management; EIA process applicable in the Western Cape; Skills needed: Written and verbal communication; Report writing; Problem Solving.

DUTIES : Maintain quality and productivity with regards to evaluation of applications in terms of the relevant environmental legislation; Implementation of the compliance monitoring and auditing strategy for environmental authorisations; Maintain quality and productivity with regards to the processing of post-decision reports and applications, for example, amendment applications, Environmental Audit reports and ECO reports; Maintain quality and productivity with regard to provision of comment on assigned non-applications; Leadership in assigned projects; Qualifications with respect to environmental management, natural or environmental sciences or related field.

ENQUIRIES : Ms M Oosthuizen Tel No: (021) 483 5756

POST 13/170 : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): ENVIRONMENTAL IMPACT ASSESSMENT REF NO: EADP 05/2025 (X2 POSTS AVAILABLE FOR A 24-MONTH CONTRACT)**

SALARY CENTRE : R343 842 per annum, (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government.

REQUIREMENTS : An appropriate 3-year tertiary National Diploma/B-Degree in Environmental Management, Natural or Environmental Sciences or related field; A valid driving license (Code B or higher); Registered as a Candidate Environmental Assessment Practitioner (EAP) or Registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA) or meets the requirements for registration and have either already applied for registration or will by a certain date apply for registration (appointment will be conditional to actual registration with EAPASA by a specified date). Recommendation: Working knowledge and experience in the following: Review of EIA applications; Integrated Environmental Management, including applicable legislation and policies; Post-decision requirements, for example, amendment applications, Environmental Audit reports and ECO reports. Competencies: Knowledge in the following: Environmental Management, including applicable legislation and policies; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation of environmental impact assessments; Methodologies for the evaluation of environmental management programme reports, as well as environmental monitoring, audit and ECO reports; Practical implementation of environmental policies, guidelines, norms and standards; Environmental management; Practical implementation of environmental legislation, policies, norms and guidelines; Skills needed: Written and verbal communication; Strong report writing; Sound interpersonal; Project management; Problem Solving.

DUTIES : Maintain quality and productivity with regard to evaluation of applications in terms of the relevant environmental legislation; Implementation of the compliance monitoring and auditing strategy for environmental authorisations; Maintain quality and productivity with regard to provision of comment on assigned non-applications; Leadership in assigned projects.

ENQUIRIES : Mr E van Boom Tel No: (021) 483 2877 / Eldon.vanBoom@westerncape.gov.za

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.
ERRATUM: Kindly note that the Post: Professional Nurse Grade 1 to 3 (General: General Female), Paarl Hospital, Chief Directorate: Rural Health Services, with Ref No: Post 11/194: advertised in the Public Service Vacancy 11 dated 28 March 2025. The closing date of the post has been extended to 25 April 2025.

OTHER POSTS

POST 13/171 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIA)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 3: R1 773 222 per annum
(A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS : George Regional Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthetics. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Anaesthesia. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Anaesthetics. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthetics. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthetics. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work flexible and after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Sufficient and appropriate clinical experience in the management of Anaesthetic procedures in a regional hospital comprehensively. Experience in anaesthetizing children under the age of 1 years would be recommended. Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Performance of audits or research and publications. Experience in anaesthetizing children under the age of 1 year and children with a weight of more than 3 kilograms. Experience in teaching and conducting research.

DUTIES : Render an efficient and cost-effective Anaesthesia service to patients managed by the institution and district as the Rural East Ecosystem, by balancing throughput with quality. Ensure the rational use of resources, participate in audits and Clinical Governance activities. Ensure appropriate training of all clinical staff, including students, Internship doctors, Community service doctors and nursing and allied staff in the department, the hospital and the district. Partake in Outreach and Support services, as needed, to the greater Rural East Ecosystem. Ensure good relations with patients, nursing staff, colleagues and referral services at tertiary and district hospital level. Adhere to requirements for all HR matters. Do appropriate clinical audits and research within the department to stay abreast of clinical development.

ENQUIRIES APPLICATIONS : Dr T Koen Tel No: (044) 802-4535
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates are subjects to a practical. Candidates who are not in possession of the stipulated

registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

- CLOSING DATE** : 30 April 2025
- POST 13/172** : **MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
A portion of the package can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Mowbray Maternity 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 whom it is not required to perform community service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: 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. Ability to perform a Caesarean section safely and without supervision with the experience of a minimum of 50 Caesarean Sections done independently. Computer literacy.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Dr TA Horak Tel No: (021) 659 5579
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 will be required to submit a logbook outlining their surgical experience in Obstetrics and Gynaecology. "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 similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

- CLOSING DATE** : 30 April 2025
- POST 13/173** : **MEDICAL OFFICER GRADE 1 TO 3 (ANAESTHETICS)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of 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. 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. Competent and willing to work across disciplines if required.
- 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 C van der Westhuizen Tel No: (023) 348 1141
- 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 and/or competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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** : 30 April 2025

<u>POST 13/174</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services (12 Month Contract)
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 412 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Vanguard CHC (X1 Post) Lady Michaelis CDC (X1 Post)
<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 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 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 driver's license (Code B/EB). Willingness to work within the geographic area at various facilities. Willingness to perform Commuted Overtime duties in the PHC services. Competencies (knowledge/skills): Knowledge and management of general medical and surgical conditions as well as emergency conditions at a PHC level. Experience working at a Primary Care level after community service. Knowledge applicable to South African TB and HIV care guidelines, mental health care, women and child health care and chronic diseases. Comprehensive, evidence based, direct patient-centred clinical service provision at a primary care level. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to perform outreach services within the Southern Western substructure and to provide support and guidance to junior colleagues and nurses.
<u>DUTIES</u>	:	Provide quality clinical care to outpatients and emergency clients presenting at primary care facilities in Southern Western Substructure. Participate in skills transfer and training activities. Active involvement in clinical governance activities in the substructure.
<u>ENQUIRIES</u>	:	Dr Katy Murie Tel No: (021) 797 8451
<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 the Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 April 2025

- POST 13/175** : **CLINICAL PSYCHOLOGY (INTERN) (X14 POSTS)**
Chief Directorate: Metro Health Services
(01 January 2026 until 31 December 2026)
- SALARY** : R712 599 per annum, A portion of the package can be structured according to the individual's personal needs.
- CENTRE** : Various Institutions
- REQUIREMENTS** : Minimum educational qualification: Honours degree in Psychology. Successful completion of the theoretical part of the master's degree in clinical psychology. Registration with a Professional Council: Registration with the Health Professionals Council of South Africa (HPCSA) as a Clinical Psychology Intern (1 January 2026). Competencies (knowledge/skills): Achievement of training standards set by the HPCSA and SA Professional Board of Psychology. Current enrolment in a Clinical Psychology MA program is recommended. Ability to work accurately under pressure and maintain a high standard of professionalism. Good interpersonal and communication skills. Computer literacy.
- DUTIES** : In and outpatient clinical assessment, psychological treatment and formulating of psychiatric conditions in adults and children. Outreach and support to district and community health clinics. Ward work will comprise of a range of psychiatric diagnoses, as well as medical wards, intellectual disability and forensic services. Conducting psychometric assessments including comprehensive neuro-psychological, personality and developmental evaluations. General and clinical administrative tasks. Participation in the academic training program of the departments of Clinical Psychology.
- ENQUIRIES** : Mrs Bianca Beukes Tel No: (021) 815 8749
- 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. All applicants are to submit a comprehensive Curriculum Vitae; 3 referee reports and Interim Supervisors reports; Identity Document, Matric certificate, Academic transcripts and HPCSA registration certificate as Psychology Student. The interns will be exposed to different service areas, including community and district services. All applicants should indicate their preference of these 3 available training sites: Training site A (Groote Schuur, Red Cross Children's Memorial, Valkenberg and Alexander Hospital) Training site B (Tygerberg and Stikland Hospital) Training site C (Lentegeur Hospital) Applicants may be placed at other institutions, depending on the availability of posts. The applicant should indicate their preference on the online application portal. All short-listed candidates will be expected to submit a reflective task prior to the interview. It will be expected of successful candidates to provide your year-end final supervisor's report if you are selected to the Intern program. 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** : 30 April 2025
- POST 13/176** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Overberg District
- SALARY** : R693 096 per annum
- CENTRE** : Grabouw CHC, Theewaterskloof Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and midwife. Post-basic qualification with the duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Current registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5

years of the period above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Competencies (knowledge/skills): Demonstrate an in-depth knowledge of legislation pertaining to nursing and public service. Knowledge of People Management and financial policies. Computer literacy (MS Word and Excel). Good communication, interpersonal, decision-making, leadership, organizational and conflict resolution skills with a strong sense of responsibility and accountability. Experience in public Clinic/CHC/CD sector.

DUTIES : Management, coordination and provision of quality comprehensive care within the facility. Effective personnel development and management within the Department. Effective financial management and procuring as well as implementing of policies, prescripts and protocols according to the Public Service Finance Management Act and Regulations. Ensure the promotion of Quality Assurance, Infection control and Occupational Health and Safety within the Department. -Initiate and participate in training, development and research within the nursing division. Liaise with relevant stakeholders including institutional committees. Promote health education to clients, the public and staff. Collect, verify and timeous submission of accurate statistics. Participates in formulating, monitoring and implementation of policies, guidelines, standard operating procedures and regulations within the department. Deliver an effective support service to the Nursing Manager and ensure effective coordination. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms H Human Tel No: (028) 814-3712
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 competency assessment. The pool of applicants will be considered for similar vacant posts within the Overberg District for a period of 3 months from date of advert.

CLOSING DATE : 30 April 2025

POST 13/177 : **OPERATIONAL MANAGER NURSING (SPECIALTY: ADVANCED MIDWIFERY)**
 Chief Directorate: Metro Health Services

SALARY : R693 096 per annum
CENTRE : MOU Michael Mapongwana Community Day Centre, Khayelitsha/Eastern Sub-structure)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least one year accredited with the SANC in Advance Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration (annual licencing receipt of 2025). Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period of the above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification a mentioned above. Inherent requirements of the job: Valid (code B/EB) driver's licence. Willingness to work after hours. Competencies (knowledge/skills): Principles of Management: leadership, supervision, problem solving, conflict resolution, interpersonal and communication skills. Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and Ethical Nursing Practices and Framework and relevant Public Sector Policies and Protocols. Human Resources and Financial Management, including computer literacy (MS, Word, Excel, PowerPoint, and Outlook).

DUTIES : Responsible for the coordination and delivery of quality nursing care within the allocated Maternal Child and Woman's Health department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures, and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU management principles. Manage staff performance training and personal development of self

		and sub-ordinates, including management of under-performance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.
<u>ENQUIRIES</u>	:	Ms K Jacobs Tel No: (021) 827-4884
<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 similar vacant posts within the Metro Health Services for a period of 3 months from the date of advert. Candidates will be subjected to a practical/written/oral and competency assessment.
<u>CLOSING DATE</u>	:	30 April 2025
<u>POST 13/178</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALITY AREA: OBSTETRICS)</u> Cape Winelands Health District
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Ceres Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. A post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Midwife and Neonatal Nursing Science. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Advanced Midwife and Neonatal Nursing Science. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Will be required to deliver standby duties for the Hospital Will be on required to deliver standby duties for Obstetric Theatre cases. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and PowerPoint). Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, organisational skills, decision making, and conflict resolution skills.
<u>DUTIES</u>	:	Provide strategic leadership and guidance towards realization of strategic goals and objectives of the organization through the implementation of policies, regulations and professional practices. Managing, planning, co-ordinating and maintaining Quality patient Care in an Obstetric unit and Outpatient Department. Quality assurance management by ensuring the implementation of relevant programmes and practises. Utilize the information management systems to enhance patient care and service delivery. Effective management and utilisation of human and financial resources to ensure optimal operational functions.
<u>ENQUIRIES</u>	:	Dr ED Titus Tel No: (023) 319-600
<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 competency-based assessment. The pool of applicants will be considered for similar vacant posts within Ceres Hospital, Witzenberg Sub-district for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 April 2025
<u>POST 13/179</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OPD)</u>
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e degree/ diploma in Nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Will be required to work shifts,

weekends and public holidays. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Basic computer literacy. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and development.

ENQUIRIES : Mrs F Baartman Tel No: (021) 938-4055
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 the post.
CLOSING DATE : 30 April 2025

POST 13/180 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING)**
Directorate: Supply Chain Sourcing

SALARY : R468 459 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/ Degree. Experience: Appropriate experience and understanding of clinical consumables, services & equipment within a healthcare environment. Appropriate supervisory experience. Inherent requirement of the job: Valid driver's license (Code B/EB). Competencies (knowledge/skills): Sound management skills, incl. ability to manage a team. Problem Solving. Rigorous expenditure analysis and reporting. Ability to assimilate and interpret detailed information. Ability to work under pressure and meet deadlines. Strong research skills and attention to detail. Report-writing. Computer literacy (Word, Excel and PowerPoint). Excellent written and verbal communication.

DUTIES : Provide an integrated demand, acquisition and contract management service of critical goods and service commodities within the Department of Health with a focus on: End-to-end management of the sourcing process: integrated demand, acquisition and contract management service of clinical goods and services commodities. Commodity-based lifecycle costing: conduct market research within commodity range, research new developments and best practice, identify opportunities to reduce cost base through efficient procurement. Supplier relationship and performance management. Internal and external stakeholder management. Human resource management.

ENQUIRIES : Mr Ayanda Mili Tel No: (021) 834 9050, email: Ayanda.Mili@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 : 30 April 2025

POST 13/181 : **ASSISTANT DIRECTOR: FINANCE (PATIENT ADMIN & REVENUE INFORMATION MANAGEMENT)**
Chief Directorate: Metro Health Services

SALARY : R468 459 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Patient Administration, Revenue Collection and Information Management in a Hospital environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): In depth Knowledge of the PFMA, Hospital Fees Memorandum Chapter 18, including patient administrative related policies, Handling of state monies and receipts, procedures, practices and (UPFS) Uniform Patient Fee Schedule. Computer literacy in MS Package.

Practical workable knowledge of ARS (Accounts Receivable System), BAS (Basic Accounting System) and Hospital Information Systems. Excellent interpersonal and communication skills with a strong sense of responsibility. Excellent Leadership skills and the ability to manage and coordinate a large component. The ability to interpret and analyse management reports as well as excellent report writing skills.

DUTIES : Manage the overall performance of the Patient Administration, Revenue and Information Management Components. Responsible to implement and maintain internal controls and improvement plans in the various components to ensure compliance with the relevant Finance Instructions, Prescripts and Revenue Notices. Provide strategic input to minimising financial risk and optimise revenue collection at the Hospital. Ensuring quality monthly reporting is completed and submitted timeously for the various components. Ensuring effective Human Resource Management practices and processes are in place: Disciplinary Procedures, Supervision Structures, Leave Management, Performance Evaluations and Monitoring of the staff within various components.

ENQUIRIES : Mr R Cajada Tel No: (021) 402 6594
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. 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 : 30 April 2025

POST 13/182 : **ASSISTANT DIRECTOR FINANCE (DEBT MANAGEMENT)**
Directorate: Management Accounting

SALARY : R468 459 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Accounting or equivalent. Experience: Appropriate experience in a hospital fees/finance environment. Appropriate experience with the compilation of AFS and application of General Recognised Accounting Practices. Appropriate working experience on the HIS Accounts Receivable System. Appropriate working experience on the application of Microsoft Word and Excel. Appropriate working experience in the compilation of formal submissions. Appropriate supervisory experience in a financial environment. Inherent requirement of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and experience of the Hospital Fees policies and procedures. Knowledge and experience of UPFS tariff structures. Knowledge and experience of the HIS, Accounts Receivable System. Knowledge and experience in claims administration-submission to third party funders (State Departments and Medical Aids). Knowledge and experience of the Western Cape Health Facility Board and Committees Act. Excellent verbal and written communication, people and interpersonal relationship skills. Analytical thinking abilities with mathematical and accounting literacy. Good organisational, planning and time management skills. Computer literacy in Microsoft Office applications (Word and Excel). Preparedness to work overtime, travel and overnight away when required.

DUTIES : Debt management and debt recovery strategies. Manage, monitor performance and meeting with external services providers and third-party funders. Annual revision of UPFS/Sundry tariffs and updating of the procedure manuals and UPFS user guide. Manage the process of submitting claims to the RAF and COID, Oversee the payment of accounts and the allocation income received. Administration of Health Facility Boards financial matters, including the Annual Financial Statements and training. Supervision and development of staff.

ENQUIRIES : Mr. AE van Driel, tel. no. (021) 483 3297
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 would be expected to complete a competency test as part of the evaluation process.

CLOSING DATE : 30 April 2025

<u>POST 13/183</u>	:	<u>PHYSIOTHERAPIST: GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE REQUIREMENTS</u>	:	Cederberg Sub-district Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPSCA) as a Physiotherapist. Registration with a Professional Council: Registration with the Health Professional Council of South African (HPCSA) as a Physiotherapist. Experience: Grade 1: None after registration with the HPCSA as Physiotherapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as Physiotherapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as Physiotherapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Willingness to work as a physiotherapist within a multi-disciplinary team at Cederberg SD. Computer literacy (MS Word, Excel and Outlook). Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts, policies and procedures. Understanding evidence-based practice.
<u>DUTIES</u>	:	Render a clinical physiotherapy service at health facility level with outreach to PHC facilities. Mobility assistive devices. Training. Administration.
<u>ENQUIRIES APPLICATIONS</u>	:	Sr. M Sandt Tel No: (027) 482 1484 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a 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. The pool of applicants will be considered for similar vacant posts within the Cederberg Sub-district for a period of three months.
<u>CLOSING DATE</u>	:	30 April 2025
<u>POST 13/184</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE/FEES/ PATIENT ADMINISTRATION (IN AND OUTPATIENT) (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate supervisory experience. Appropriate experience in a Patient Administration environment including Hospital Information Systems. Competencies (knowledge/skills): Good interpersonal and Labour Relations abilities. Good management skills. Computer literacy (MS Word, Excel, Outlook, Powerpoint). Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, HIS (Clinicom) Finance Instructions, PFMA and Treasury Instructions. Knowledge of Budget.
<u>DUTIES</u>	:	Interpretation and application of directives and policies. Management and control of Fees Patient Administration department (In-patient and out-patient administration functions). Ensure all Billing procedures are completed in line with Revenue Generated projects. Ensure all Patient Administration procedures as per Hospital Fees Manual and Financial Instructions is maintained. Manage Revenue Targets. Monitor all Cash Collection reports. Willing to relief colleagues in areas.

ENQUIRIES : Mr TJ Langenhoven Tel No: (021) 404 2358
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 required to attend a practical test. 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.

CLOSING DATE : 30 April 2025

POST 13/185 : **DRG COSTING SPECIALIST**
Directorate: Management Accounting
Sub-Directorate: Billing System Support, Compliance Auditing and Training

SALARY : R397 116 per annum
CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate four-year National Diploma or three-year Degree in health-related field or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate experience in case management in public or private healthcare sector. Appropriate experience in clinical procedural costing in South Africa. Appropriate experience with using Uniform Patient Fee Schedule (UPFS) or equivalent. Inherent requirement of the job: A valid Code B/EB driver's license. Willingness to travel between Health institutions. Competencies (knowledge/skills): Advanced knowledge computer literacy skills in MS Excel and Word. Skills in research and analytical thinking. The ability to analyse information, solve problems and to prepare complex reports. Understanding of Hospital Fees Structure, PFMA, Hospital Fees Policies and Procedures. Excellent interpersonal relations and conflict resolution. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to analyse information and work with figures to produce a cost outcome.

DUTIES : Public health care costing of high volume and high resource services across the Western Cape Province. Perform assessment and costing of audited data through utilization of clinical records, accounts and invoices and capture data utilizing a data capturing tool. Assess health service utilisation to measure the cost of comprehensive health needs of the individual client and to ensure quality and cost-effective outcomes. Professional communication both telephonically and in writing with all role players. Accurate record keeping and general office and ad-hoc duties. Procedural observation and interviews to gain costing insights.

ENQUIRIES : Ms S Daniels Tel No: (021) 940-4456
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 : 30 April 2025

POST 13/186 : **CHIEF FOOD SERVICES MANAGER (CATERING SERVICES)**
Chief Directorate: Metro Health Services

SALARY : R397 116 per annum
CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: National Diploma in Food Service Management or a BSc in Dietetics or an equivalent qualification. Experience: Appropriate experience in a large-scale Hospital Food Service environment. Appropriate management/supervisory experience. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Knowledge of hygiene and safety procedures in an Industrial Food Services Unit. Computer literacy (MS Word and Excel). Knowledge and skills with regard to the operation of an Industrial Food Services Unit. Supervisory skills.

DUTIES : Responsible for the strategic and operational management of the Food Services Unit. Manage divisional hygiene, occupational health and safety, physical resources and quality. Plan and evaluate the training and development of divisional personnel. Responsible for the performance management of the divisional personnel as well as the management of discipline and grievances in the division. Plan and implement cost-effective, balanced and acceptable

		menus. Manage, monitor and control the Food Services budget and stock levels.
<u>ENQUIRIES</u>	:	Ms P Kana Tel No: (021) 8265 789
<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 written/practical and oral assessment. 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.
<u>CLOSING DATE</u>	:	30 April 2025
<u>POST 13/187</u>	:	<u>CASE MANAGER</u> West Coast District
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year health related National Diploma/Degree registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in liaison with Hospital / Health Facility, medical aid (funders), clinicians, and managed care organisations with regards to MHC policies, protocols, optimal fund utilisation and updated clinical information. Appropriate experience in Case Management/Medical Aid Environment. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel for meetings. Competencies (knowledge/skills): Knowledge of the anatomy of the human body, medical diagnoses, procedures, tests and products with excellent time management and training skills. Ability to link patient diagnoses with procedure codes and the ability to analyse and implement policies and knowledge of UPFS, Hospital Administration, Fees, Policies and procedures, ICD 10 codes/diagnostic codes, Medical Aid Act 131 of 1998 (e.g. section on Prescribed Minimum Benefits). Computer literacy (MS Word/Excel).
<u>DUTIES</u>	:	Efficiently and effectively communicate and update clinical information for externally funded clients. Efficient and effective interpretation and implementation of Case Management policies, protocols and procedures within the hospital. Co-ordinate the workflow processes between clinical and admin personnel. Supervision of Patient Administration (AO: Finance - Admissions/Hospital Fees and component staff). Liaison with relevant role players in matters relating to Patient Administration/Hospital Fees & Case management.
<u>ENQUIRIES</u>	:	Ms CA Davids Tel No: (027) 213-2038
<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 similar vacant posts within the Matzikama Sub-district for a period of three months.
<u>CLOSING DATE</u>	:	30 April 2025
<u>POST 13/188</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Garden Route District
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Oudtshoorn Hospital, Oudtshoorn and Kannaland Sub-district
<u>REQUIREMENTS</u>	:	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: Proven experience in Supply Chain Management. Appropriate working experience in LOGIS system & EPS. Appropriate experience in Inventory management, procurement processes, systems and LOGIS in a hospital environment. Inherent requirements of the job: A Valid (Code B/EB) drivers' licence. Willingness to work after hours when required. Competencies (knowledge/skills): Organisational, leadership skills and an aptitude for working with financial figures. Computer literacy (MS Word, Excel and Microsoft Office) with knowledge of LOGIS. Sound Knowledge of applicable policies (PFMA, AO System, Departmental SCM Delegations and applicable Treasury regulations).

- Computer literacy (MS Word, Excel). Ability to work independently and in a multi-disciplinary team.
- DUTIES** : Provision of quality nursing patient centred care in a hospital setting. Render administrative duties according to quality assurance strategies. Provision of optimal, holistic clinical and elementary nursing care with set standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support services. Improving quality of health services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Mr WB Smeda Tel No: (023) 316-9600
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. 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 Ceres Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 30 April 2025
- POST 13/191** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (TRAINING RELIEF)**
West Coast District
(Contract until 31 December 2025)
- SALARY** : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
- CENTRE** : Citrusdal Hospital, Cederberg Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Experience: **Grade 1:** None after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 10 years' appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 3:** A minimum of 20 years' appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Willingness to rotate between wards within the hospital. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills. Knowledge of relevant legislation, policies including Health care 2030, Sustainable Development Goals, 1st 1000 days. Excellent planning and organisational skills in Community Health Care, programs and services. Computer literate in Microsoft office programs. Good verbal and written communication skills.
- DUTIES** : Provision of optimal, holistic nursing care with set standards and within a professional / legal framework. Effective utilization of resources: Human Resources, Material Resources and Services. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Mr ML Mphato Tel No: (022) 921 2153
- 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 other similar vacant posts within the Cederberg Sub-district, for a period of three months from date of advert.

- CLOSING DATE** : 30 April 2025
- POST 13/192** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
Cape Winelands Health District
- SALARY** : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
- CENTRE** : Stellenbosch Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work shifts and overtime when necessary. Willingness to work in other wards inside hospital. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team.
- DUTIES** : Provision of quality nursing patient centred care in a hospital setting. Provision of optimal, holistic clinical and elementary nursing care with set standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support services. Improving quality of health services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms. MM Muller Tel No: (021) 808-6109
- 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. A practical test may form part of the selection process. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Stellenbosch Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 30 April 2025
- POST 13/193** : **PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3**
Garden Route District
- SALARY** : Grade 1: R264 750 per annum
Grade 2: R306 411 per annum
Grade 3: R330 540 per annum
- CENTRE** : Pacaltsdorp CDC, George Sub-district
- REQUIREMENTS** : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a Professional Council: Current registration with the SAPC as a Pharmacist Assistant (Post Basic) (Institutional). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a

Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: -Have a valid driver's license and willingness to travel in the district. Willingness to work at other clinics in the Sub-District. Willingness to work overtime and after hours as needed. Competencies (knowledge/skills): Good knowledge of institutional pharmacy practices and procedures. Good numeric skills. Knowledge and/or experience in handling pharmaceutical supplies particularly in clinic environment, including appropriate cold chain practices. Knowledge of Drug Supply Management Principles. Knowledge of Good Pharmacy Practice. Meticulous and attention to detail.

DUTIES : Working under both direct and indirect supervision of a pharmacist. Manage drug supply within the facilities, including but not limited to correct ordering of stock, receiving and checking of stock, appropriate stock control and storage, rotation of stock to prevent expiry, accurate handling of expired stock, and appropriate temperature control. Dispensing and issuing of acute and chronic scripts according to Standard Treatment Guidelines and the WCGHW Pharmaceutical Code List. Issuing medication prepared by Tertiary Institutions and CDU (Chronic Dispensing Unit) and the management thereof. Collection of all pharmacy related data, ensuring accurate compilation of monthly pharmaceutical statistics return and pricing of expired stock. Support to supervisor and colleagues within the George Sub-District, within scope of practice. Ensure the provision of high-quality services measured by outcomes of quality assurance activities.

ENQUIRIES : Mr S Honeyborne Tel No: (044) 814 - 1143
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. All short-listed candidates may undergo a technical competency (assessments/proficiency) test. Pharmacist Assistants who do not comply with registration in either of the advertised categories may apply for an advertised post 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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.

CLOSING DATE : 30 April 2025

POST 13/194 : **RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)/ SONOGRAPHER GRADE 1-3 (PART TIME: 5/8TH)**
 Cape Winelands Health District

SALARY : Grade 1: R248 271 (5/8th) per annum
 Grade 2: R289 962 (5/8th) per annum
 Grade 3: R339 438 (5/8th) per annum

CENTRE : Stellenbosch Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound radiography. Registration with a Professional Council: Registration with the Health Professional Council of South Africa (HPCSA) as a Radiographer in Ultrasound. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.

Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa
 Inherent requirement of the job: A valid driver's licence and willingness to travel within the Sub District. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to use or learn to use systems eg clinicom, PHCIS Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal-, ante-natal Doppler-, paediatric-, gynaecology- and abdominal- ultrasound studies. Completion of supplementary courses in diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and post-graduate level.

DUTIES : Provide a comprehensive diagnostic ultrasound service at an advanced level with the main focus on Obstetrics and Gynaecology (O&G) imaging in Stellenbosch Hospital. But including abdominal and other studies. Outreach sonography services to clinics in the ecosystem and district as requested. General care of patients as part of a Multi-Disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Supervise, train and assess colleagues eg midwives, doctors, radiographers. Actively take part in CPD- program, as learner as well as In-service training.

ENQUIRIES : Ms Engelbrecht Tel No: (021) 808-6108
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 with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for similar vacant posts within Stellenbosch Hospital for a period of 3 months from date of advert."

CLOSING DATE : 30 April 2025

POST 13/195 : **ADMINISTRATION CLERK: INFORMATION TECHNOLOGY**
 Directorate: Information Technology (Tygerberg Hospital: HIS Application Centre)

SALARY : R228 321 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: National Senior Certificate or equivalent. Experience: Appropriate experience in administration. Competencies (knowledge/skills): Communication Skills, Organizational Skills, Technical and IT Skills. Numerical and Financial Competence Analytical and Problem-Solving Skills Computer literacy (MS Word, Excel, PowerPoint, Outlook, and Teams). Information systems management skills. Analytical and problem-solving skills. Excellent communication and people skills. Basic database development and maintenance skills.

DUTIES : Responsible for Administrative Support by provide high-level administrative support to managers, ensuring seamless office operations. Ensuring functional Diary Management, organize appointments, meetings, and events, managing time effectively and resolving scheduling conflicts. Coordinate meetings, prepare agendas, take minutes, and distribute materials to stakeholders. Travel and Accommodation Management: Organize travel arrangements, including flight bookings, accommodation, and travel claims. Financial Administration: Track expenditure, assist with purchase orders, and support procurement activities. Human Resource and Contract Administration: Assist with recruitment coordination, onboarding, and contract management. Reporting and Presentations: Support the preparation of reports, presentations, and other documentation. SharePoint Administration: Manage documents and ensure correct access and organization within SharePoint.

ENQUIRIES : Mr Sibulele Dlakana Email: Sibulele.Dlakana@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 : 30 April 2025

POST 13/196 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT UNIT (IMU)**

SALARY : R228 321 per annum
CENTRE : Grootte Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in information management and health information systems. Competencies (knowledge/skills): Good communication, organisational and data management skills. Computer literacy (MS Word, Excel, SharePoint) and other hospital-based information systems.. Knowledge of Medical Coding. Report compilation and analysis. Problem solving and attention to detail. Understanding of Healthcare Compliance. Filing and record keeping abilities.

DUTIES : Capture theatre procedures on Clinicom. Capturing and collection of clinical data and the maintenance of databases. Assist the supervisor with report-related queries and requests. Establish and maintain an efficient informatics filing system and reception area. Enter monthly data reports on the Sinjani Head Office System. Compile and facilitate the signing off of reporting forms by relevant manager and CEO. Support supervisor with monthly reporting of data to Provincial Office. Support during audit processes and provincial report filing. Daily distribution of operational reporting.

ENQUIRIES : Ms Z Ganief Tel No: (021) 404 2120
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 : 30 April 2025

POST 13/197 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
 Chief Directorate: Metro Health Services

SALARY : R228 321 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Hospital Information Management. Inherent requirement of the job: Be willing and able to perform standby and after-hour duties. Competencies (knowledge/skills): Must have appropriate knowledge and experience in Hospital Operations. Knowledge of relevant patient administration software and systems. I.e. Clinical Business Intelligence, SharePoint, FBU Studio, HECTIS, ECM, ECCR, SINJANI Have a high level of computer literacy in MS Package. Must have excellent interpersonal and communication skills. Have Problem solving and technical skills to deal with complex IM challenges.

DUTIES : Providing user support and training to Hospital users on various health systems and applications. Ensuring Hospital statistics are monitored and maintained for all in-and-out patient activities. Supporting data quality initiatives to ensure accurate and quality data is collected for the various FBU's. Performing monthly quality and folder audits. Providing support in maintaining IT hardware, technology and network infrastructure at the Hospital. Providing general administrative support and function as a effective team member of the Information Management Unit at the Hospital.

ENQUIRIES : Mr R Cajada Tel No: (021) 402 6594
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. 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 : 30 April 2025

- POST 13/198** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY** : R228 321 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate information management experience in a health environment. Appropriate Clinicom experience. Competencies (knowledge/skills): Computer skills in MS Office. Good interpersonal and communication skills, ability to work independently, and as part of a team, ability to maintain confidentiality and problem-solving and conflict management with good organisational skills. Official must have a good understanding of the daily running and protocols of the information management department in a health environment.
- DUTIES** : System administration and control of Information Systems. Do data quality checks, folder audits and provide information management statistics. Render IT support to the hospital. Assist in giving technical advice for purchasing of IT equipment from Government tenders and control and administration of Ditcom applications. Communicating and liaising with various stakeholders regarding information management and IT issues or support. Provide office administration to supervisor and the information management department.
- ENQUIRIES** : Ms E Van der Westhuizen Tel No: (021) 833 9445
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** : 30 April 2025
- POST 13/199** : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Central Karoo District
- SALARY** : R228 321 per annum
CENTRE : Laingsburg 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 Financial / Administration related environment. Inherent requirement of the job: Willingness to work after hours when required. Competencies (knowledge/skills): Appropriate knowledge of BAS, LOGIS, Clinicom and Accounts Receivable. Good organising, numerical and analytical skills. Computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook).
- DUTIES** : Patient fees billing administration Patient fees account administration Logis payment administration and supply chain management requests Finance Administration Ad hoc duties, such as relieving at switchboard and admissions.
- ENQUIRIES** : Ms C Bothma Tel No: (023) 814 - 2015/24
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. Candidates will be subjected to a practical assessment.
- CLOSING DATE** : 30 April 2025
- POST 13/200** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)**
Overberg District
- SALARY** : R228 321 per annum
CENTRE : Hermanus Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in Supply Chain Management environment. Appropriate experience in LOGIS and the EPS. Inherent requirements of the job: Valid B, EB/C1 driver's license. Ability to work in a physically demanding environment. Competencies knowledge/skills): Knowledge of the LOGIS System, Asset Management

- functions and functional experience in obtaining quotations on an electronic purchasing system (EPS). Computer literacy (MS Excel and Word). Good communication skills (written and verbal).
- DUTIES** : Perform tasks related to procurement administration, such as inviting of quotes on EPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Asset Management to be performed in the Overstrand Sub-district which includes proper management of assets pertaining to annual asset count, updating asset register, disposals, capturing of relevant documentation on LOGIS and keeping updated filling of all relevant documentation. Monthly BAS and LOGIS reconciliation reporting. Receiving services and preparing batches for payment. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Handle all telephonic and written queries from relevant suppliers and end users.
- ENQUIRIES** : Ms CE Langley Tel No: (028) 312 1166
- 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 subject to a practical test.
- CLOSING DATE** : 30 April 2025
- POST 13/201** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Rural Health Services
- SALARY** : R228 321 per annum
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics, Mathematics Literacy and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Supply Chain Management. Appropriate experience in Procurement Process. Competencies (knowledge/skills): Must have knowledge and experience of LOGIS and EPS. Knowledge and experience of procurement (Acquisition). Computer literacy (MS Office: Word, Excel, Outlook). Knowledge of Accounting Officers System and SCM delegations of the department.
- DUTIES** : Perform tasks related to procurement administration such as inviting of quotes for supply of goods and services. Processing of requisitions on the Supply Chain (LOGIS) system from the need to the order. Following up on orders and communicating with suppliers. Assist with annual inventory stocktaking. Communicate and draft minutes for the Quotation Committee on rotation. Monthly SCM reporting to supervisor. Provide support to the supervisor and assist within the Supply Chain Component.
- ENQUIRIES** : Ms MD Erasmus Tel No: (044) 802-4560
- 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 may be subjected to a practical. 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** : 30 April 2025
- POST 13/202** : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Overberg District
- SALARY** : R228 321 per annum
- CENTRE** : Overberg District Office
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience. Competencies (knowledge/skills): Computer Literacy (Ms Word and Excel). Excellent communication skills (verbal and written). Good interpersonal relations, communication and organizational skills. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.
- DUTIES** : Clearing Asset and Liabilities and Debt Account accounts transactions. Drawing and capturing of Journals Capturing and processing of payments on

		receipt of invoice. Compliance to the PFMA, NTR's and Departmental Finance Instructions and circulars. Administer and control Petty Cash payments. Batching, filing and safekeeping of supporting documentation. All administration support, within Finance Component.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Lamohr Tel No: (028) 2145839
	:	Applicants apply online: 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 required to undergo a competency assessment.
<u>CLOSING DATE</u>	:	30 April 2025
<u>POST 13/203</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE REQUIREMENTS</u>	:	Barrydale Clinic and Bredasdorp CDC
	:	Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a Professional Council: Registration with SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the sub district. Willingness to support and to work at other clinics within the Sub-district, as well as on the Mobile Clinic. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of multi-disciplinary team. Good communication and interpersonal relationships. Basic Computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health and Wellness, Western Cape.
<u>DUTIES</u>	:	Provide basic clinical nursing care. Develop and implement basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms GJ Van der Westhuizen Tel No: (028) 514 8400
	:	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 required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Overberg District for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	30 April 2025
<u>POST 13/204</u>	:	<u>HOUSEKEEPING SUPERVISOR</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate cleaner/housekeeping service experience. Inherent requirement of the job: Compulsory to work shifts, weekends, public holidays and in other departments. Competencies (knowledge/skills): Supervisory skills and optimal utilisation of sub-ordinates. Ability to perform routine structured tasks. Ability to adhere to safety standards.
<u>DUTIES</u>	:	Maintain a high standard of cleanliness and hygiene within the hospital. Supervisory and performance management of housekeeping team. Responsible for the provision and serving of meals and beverages to patients and parents. Responsible for effective communication, overall control and

organising of housekeeping tasks in a Health Facility. Effective utilization of resources (physical and financial). Handle and remove domestic and medical waste. Control and issue linen stock as required. Application of the disciplinary procedures and conflict resolutions Assist in performing ad-hoc duties within the hospital.

ENQUIRIES : Ms L Chenga Tel No: (021) 658 5436
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 : 30 April 2025

POST 13/205 : **ARTISAN ASSISTANT (TECHNICAL SERVICES)**
Chief Directorate: Metro Health Services

SALARY : R193 359 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: Grade 10/ Std 8 or equivalent qualification. Experience: Appropriate experience with tasks performed in a workshop environment. Appropriate work experience with Artisan Assistant related tasks. Inherent requirement of the job: Willingness to work overtime when requested. Ability to do standby duty when required. Capability to do strenuous physical labour. Valid driver's licence. Competencies (knowledge/skills): Basic knowledge of carpentry, bricklaying, plastering, electrical, mechanical, light current, Air-con & refrigeration, plumbing, painting, tiling and other Handyman related functions. Knowledge of Occupational Health and Safety Act.

DUTIES : Maintenance, installation and minor repairs of water reticulation systems. Maintenance and unblocking sewer systems and minor repairs in all related plumbing activities. Maintenance and minor, repairs to equipment and machines in the mechanical field. Maintenance and minor repairs and installations of equipment and electrical items. Maintenance and minor repairs and manufacture of all carpentry work. Maintenance and minor repairs in the light current field. Maintenance and minor repairs of buildings and repairs.

ENQUIRIES : Mr F Jacobs Tel No: (021) 940 4540
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. 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.

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

CLOSING DATE : 30 April 2025

POST 13/206 : **ARTISAN ASSISTANT**
Garden Route District

SALARY : R193 359 per annum
CENTRE : Knysna/Bitou Sub District PHC Support and Outreach (Stationed in Knysna Hospital)

REQUIREMENTS : Minimum educational qualification: NQF 3 (Grade 10 or equivalent). Experience: Appropriate handyman experience within a health environment. Sound knowledge of mechanical, electrical equipment and / or plumbing experience. Inherent requirements of the job: Ability to do strenuous physical labour. A valid Code B/EB driver's license and willingness to travel within the sub-district. Competencies (knowledge/skills): Ability to optimally utilise allocated resources such as materials, tools and equipment. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to plan own work activities, work independently and in a team.

DUTIES : Maintenance and repair work during normal and after hours (as necessary). Maintain and repair plant equipment, furniture, fixtures and fittings mechanical. Do minor electrical and plumbing repairs at clinics and hospital. Assist in preventative maintenance procedures, including standby generators. Obtain quotations on material needed to complete requisitions, order and control of materials. Strict adherence to the Occupational Health and Safety Act. Assist with repairs and installations for special projects, supervise and give in service training to co-workers.

ENQUIRIES : Mr W Terblanche Tel No: (044) 302-8484

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	30 April 2025
<u>POST 13/207</u>	:	<u>PLASTER OF PARIS ASSISTANT</u> Chief Directorate Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9/Std 7. Experience: Appropriate experience in the application and removal of plaster of Paris. Inherent requirements of the job: Scheduled working hours as per agreement. Willingness to work overtime when required. Competencies (knowledge/skills): Ability to work with patients and multi-disciplinary team. Good interpersonal, communication and writing skills, time management. Ability to function as part of a team or work independently. Honest, patient, hardworking and reliable.
<u>DUTIES</u>	:	Render an effective support service to medical and nursing staff in the application and removal of plaster of Paris. Cleaning of wounds. Effective and economical utilisation of resources. Render an effective support service to the Orthopaedic clinic.
<u>ENQUIRIES</u>	:	Mr R Geswindt Tel No: (021) 377 4410
<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. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. It will be expected of shortlisted candidates to be available at the venue on the time and date as determined by the Department and bring along recently (not older than 6 months) certified copies of your Identity Document (ID). Failure to adhere to the aforementioned may lead to his/her application being disqualified and not further considered.
<u>CLOSING DATE</u>	:	30 April 2025
<u>POST 13/208</u>	:	<u>ARTISAN ASSISTANT (ELECTRICAL)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience of maintenance and repairs of electrical components. Competencies (knowledge/skills): Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to work independently and as part of a team. Ability to adhere to safety standards. Inherent requirements of the job: Willing to work overtime if requested. Must be physically able to perform the duties required.
<u>DUTIES</u>	:	Effective and efficient assistance with maintenance and repairs of electrical fixtures and components, including projects, installations and alterations, as well as other areas when needed. Assist and perform preventative maintenance on plant and equipment. Efficiently and effectively stock control. Efficiently and effectively controlled equipment, tools and working area. An effectively supported HR function.
<u>ENQUIRIES</u>	:	Mr C van der Westhuizen Tel No: (023) 348-1199
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates 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.
<u>CLOSING DATE</u>	:	30 April 2025

- POST 13/209** : **ARTISAN ASSISTANT (ELECTRICAL)**
Chief Directorate: Rural Health Services
- SALARY** : R193 359 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience of maintenance and repairs of electrical components. Competencies (knowledge/skills): Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to work independently and as part of a team. Ability to adhere to safety standards. Inherent requirements of the job: Willing to work overtime if requested. Must be physically able to perform the duties required.
- DUTIES** : Effective and efficient assistance with maintenance and repairs of electrical fixtures and components, including projects, installations and alterations, as well as other areas when needed. Assist and perform preventative maintenance on plant and equipment. Efficiently and effectively stock control. Efficiently and effectively controlled equipment, tools and working area. An effectively supported HR function.
- ENQUIRIES** : Mr C van der Westhuizen Tel No: (023) 348-1199
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** : 30 April 2025
- POST 13/210** : **NURSING ASSISTANT GRADE 1 TO 3 (MATERNITY WARD L1)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum
- CENTRE** : Mowbray Maternity Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/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 weekends when required. Willingness to work overtime if 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.
- 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 K La Grange Tel No: (021) 659 5594
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 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** : 30 April 2025
- POST 13/211** : **DRIVER (LIGHT DUTY VEHICLE) (X2 POSTS)**
Overberg District
- SALARY** : R138 486 per annum
CENTRE : Hermanus Hospital
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate driving experience including transportation of employees and delivery of goods. Inherent requirements of the job: Code (B/EB/C1) driver's license. Good physical health. Must be prepared to work overtime and perform standby duties on short notice (after hours, weekends and public holidays). Competencies (knowledge/skills): Knowledge of (NDT) Transport Circular GMT U2 13B of 2019/2020 dated 26/9/2019 Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal and safe driving skills.
- DUTIES** : Transport of goods, post and Personnel. Maintenance of prescribed logbooks, trip authorities and administrative duties of driving. Inspection, storage, maintenance, and safe handling of vehicle. Standby and work overtime when required. Support to supervisor.
- ENQUIRIES** : Mr TM De Wet Tel No: (028) 313 5228
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 subjected to a practical test.
- CLOSING DATE** : 30 April 2025
- POST 13/212** : **CLEANER (X3 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : R138 486 per annum
CENTRE : Michael Mapongwana CDC (X2 Posts)
Khayelitsha CHC (X1 Post)
Khayelitsha Eastern Sub-structure
- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate cleaning experience at a Health facility or hospital. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Perform overtime, work shifts, public holidays and night duty. Competencies (knowledge/skills): Ability to work effectively in a team, independently and unsupervised, accepting accountability and responsibility. Able to handle conflict and the ability to work under pressure.
- DUTIES** : General cleaning and maintenance of cleaning equipment. Dust, sweeping, polish, scrub and mop floors, passages, furniture, empty dustbins and sort soiled linen according to correct cleaning procedures. Effective use of cleaning agents and stock. Responsible for general hygienic and safe environment. Handling cleaning equipment. Assist with the offloading and unpacking of stock and perform relief duties.
- ENQUIRIES** : Mr T Mpu, Thembisile.Mpu@westerncape.gov.za Tel No: (021) 361-3353
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 the date of advert. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 30 April 2025
- POST 13/213** : **MEDICAL OFFICER GRADE 1 TO 3 (GENERAL INTERNAL MEDICINE) (20 SESSIONS)**
(Contract until 31 March 2026)
- SALARY** : Grade 1: R482 per hour
Grade 2: R550 per hour
Grade 3: R636 per hour

- CENTRE** : Tygerberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Effective leadership and interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills in Internal Medicine and Psychiatry is essential.
- DUTIES** : Provision of safe medical care to patients in the Acute Medical Admissions and Emergency Unit, High Care Unit, Inpatient medical wards and Medical Outpatients department at Tygerberg Hospital and associated training hospitals. Supervise and support medical interns and medical officers providing medical care on the service platform. Assist with the training of interns, medical students, nursing staff and paramedics. Involvement in research/audits relating to Internal Medicine.
- ENQUIRIES** : Dr N Schrueder Tel No: (021) 938-5732
- 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 the post.
- CLOSING DATE** : 30 April 2025

DEPARTMENT OF INFRASTRUCTURE

- CLOSING DATE** : 05 May 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 13/214** : **DIRECTOR: PROPERTY ACQUISITION REF NO: DOI 53/2025**
- SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary package
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years' experience at a Middle/Senior Management level. Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendations: A valid driving licence/ Alternative mode of transport for a person with disabilities; Post graduate qualification; Property acquisition experience. Competencies: Extensive knowledge and interpretation of applicable policies and procedures; Knowledge of the following: Management Principles; Public Service procedures; HRM processes; Labour relations; Empowerment (SMME, Broad based BEE, Women and Disability); Capacity Building; Community facilitation; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; Problem solving skills; Sound budgeting skills; Facilitation and presentation skills.
- DUTIES** : Strategic capability and leadership; Change Management; Project and Programme Management; Manage the following: Acquisition of immovable property; The acquisition of immovable assets as per the approved Acquisition Plans as well as adhoc approved request; Donation of immovable assets; land exchanges; The transfer of immovable assets in terms of the principle of assets following functions; Ensure efficient and effective oversight and management for all financial resources/aspects of the Directorate and all performance requirements related to the PFMA and corporate governance; Management of the human resources of the Directorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations.
- ENQUIRIES** : Mr. Brett Blackburn Tel No: (021) 483 5183
- 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 13/215** : **CHIEF TOWN AND REGIONAL PLANNER: PRODUCTION GRADE A REF NO: DOI 38/2025**
- SALARY** : Grade A: R1 099 488 - R1 250 907 per annum, (OSD as prescribed)
Grade B: R1 323 267 - R2 027 811 per annum, (OSD as prescribed)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree in Urban/Town and Regional Planning or equivalent qualification; A minimum of 6-years post qualification experience in Town and Regional Planning; Compulsory registration with SACPLAN as a Professional Town and Regional Planner; A valid Code B driving licence. Recommendation: Proven working experience in the following: Town, regional planning, and stakeholder management; Working with Municipalities; Programme and Project Management. Competencies: Knowledge of the following: National Housing Code, Planning and Environmental regulatory requirements as well as procurement and tendering processes; Built environment; Town and Regional Planning legal compliance; Human Settlements and Local Government delivery issues; Financial and Human Resource Management. Proven skills in the following: Proven computer literacy in Arc Map GIS / Arc View GIS, AutoCAD, and MS Office packages; Good communication skills (written and verbal); Excellent report writing; Project management and administration; Problem-solving; Negotiation and

- listening; Strategic planning, organizing, and people management; Customer focus and responsiveness; Ability to operate at a strategic level and manage engagements with stakeholders and partners; Ability to communicate at all levels across sectors; Ability to advice and support government departments and municipalities on human settlement planning initiatives/directions.
- DUTIES** : Provide strategic support towards the improvement of living conditions of people living in Informal Settlements; Facilitate Provincial/Municipal and general stakeholder management support to ensure transversal alignment on the Informal Settlement interventions and projects; Provide Provincial and Municipal support through coordination and capacity-building initiatives on technical issues around Human Settlements; Support, and advise Municipal to develop and review pipelines for Human Settlements; Influence municipal planning through the sectoral plan (SDF, IDP & HSP).
- ENQUIRIES APPLICATIONS** : Mr D Alli Tel No: (021) 483 4145
- NOTE** : 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>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.
- CLOSING DATE** : 05 May 2025
- POST 13/216** : **DEPUTY DIRECTOR: REPORTING COORDINATION AND PROFESSIONAL DEVELOPMENT REF NO: DOI 30/2025**
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11), all-inclusive salary package
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience. Recommendation: An appropriate post graduate qualification; Public sector management level experience in Human Resource, Finance, Monitoring Reporting, Roads Branch or Communications; Knowledge of Infrastructure reporting and Roads Branch related development; Willingness to travel as required. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards and procedures; Project Management; Skills Development frameworks; Coordination of people and resources; Formal Training. Skills needed: Communication (written and verbal); Numeracy; Literacy; Driving; Typing; Computer Literacy; Language.
- DUTIES** : Manage and oversee the resources responsible for the achievement of component goals; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Manage the professional development and candidate programme within the roads Branch; Ensure efficient and effective oversight and management for all financial resources/aspects of the Sub directorate and all performance requirements as related to the PFMA and corporate governance; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration and collaboration across departments government spheres; People management.
- ENQUIRIES APPLICATIONS** : Ms L Buys at (082) 730 7792
- NOTE** : 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>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.

- CLOSING DATE** : 05 May 2025
- POST 13/217** : **DEPUTY DIRECTOR ROAD OWNERSHIP AND EXPROPRIATION REF NO: DOI 46/2025**
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11), all-inclusive salary package
 : Department of Infrastructure, Western Cape Government
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience. Recommendation: Recent and relevant experience in the leading of the following processes: permanent and temporary land expropriation and acquisition, survey and transfer of road reserve land, alienate/cancel caveats of superfluous road reserve land with a demonstrated sound understanding of powers, delegations and responsibilities; Demonstration through experience of legal and regulatory knowledge to support land expropriation and acquisition; Understanding of the new Expropriation Act 13 of 2024; Proven track record of: negotiation and stakeholder engagement; project and risk management; contract and agreement management. 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; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills needed: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Analytical thinking; Strategic thinking; Policy implementation (Impact on system); Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem solving; Research.
- DUTIES** : Operational Management; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management; Financial Management.
- ENQUIRIES APPLICATIONS** : Ms M Barker at 076 716 0984 / Melissa.Barker@westerncape.gov.za
 : 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>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.
- CLOSING DATE** : 05 May 2025

POST 13/218 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD INVESTMENT PLANNING REF NO: DOI 44/2025**

SALARY : Grade A: R879 342 - R938 061 per annum
Grade B: R990 669 - R1 067 235 per annum
Grade C: R1 127 100 - R1 323 267 per annum
(Salary will be determined based on post registration experience as per OSD prescript)

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government.
: Civil Engineering Degree (B Eng/BSC (Eng); A minimum of 3 years post-qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B or higher driving licence. Recommendation: Post-graduate qualification in Traffic Engineering, Transport Planning, Economics or Business; Experience in the following: Transport modelling; Coding and/or data management; Transport economics; Corridor management/Arterial management. Competencies: Knowledge of the following: Transport modelling theory and software; Traffic analysis and assessment of traffic studies and proposals; Transport planning legislation and environment to include: National Land Transport Act (Act 5 of 2009); Spatial Planning and Land Use Management Act (Act 16 of 2013); Road infrastructure design with a particular focus on project identification and road planning; Project evaluation and assessment in terms of: Economic Assessment; Multi-Criteria Assessment; Corridor Management Strategies and Arterial Management Plans; Data Management; Skills needed: Preparation of written proposals and submissions; Written and verbal communication; Analytical; Evidence-based decision making; Self-management to include planning and organising; Customer focus and responsiveness; Conflict management; Proven computer literacy; Innovation.

DUTIES : Development and evaluation of project proposals with and without model assessment; Transport model management; Development and management of transport model standard operating procedures; Development and management of Road Investment Strategy; Development and management of Corridor Management Strategies; Management of consultants and internal projects; Liaison with various stakeholders in the transport infrastructure planning environment.

ENQUIRIES APPLICATIONS : Ms M Barker at 076 716 0984 or Melissa.Barker@westerncape.gov.za
: 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>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.

CLOSING DATE : 05 May 2025

POST 13/219 : **QUANTITY SURVEYOR (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE REF NO: DOI 56/2025**

SALARY : Grade A: R761 157 - R816 852 per annum
Grade B: R866 304 - R924 198 per annum
Grade C: R976 029 - R1 144 008 per annum
(Salary will be determined based on post registration experience as per the OSD prescript)

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
: 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms T Potgieter Tel No: (021) 483 4881
<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>NOTE</u>	:	Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co . will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.
<u>CLOSING DATE</u>	:	05 May 2025
<u>POST 13/220</u>	:	<u>CONTROL ENGINEERING TECHNICIAN: PROCLAMATION AND ROAD USE REF NO: DOI 42/2025</u>
<u>SALARY</u>	:	Grade A: R551 493 per annum, (Salary will be determined based on post registration experience as per OSD prescript)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Engineering or relevant qualification; A minimum of 6 years post qualification technical (Engineering) experience; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A valid code B (or higher) driving license. Recommendation: Public Sector experience/exposure; Demonstrated ability to work independently and in a team; Sound understanding of the road proclamation process and historic legislation that impacts the proclaimed road records; Experience in the research of road proclamation information and the preparation of consolidated technical responses to queries; Applicable experience in transport infrastructure planning and design; Further studies or courses; Strategic leadership and thinking capabilities. Competencies: Knowledge of the following: Project management; Technical design and

analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Skills in the following: Problem solving and analysis; Decision making; Team work; Creativity; Financial management; Customer focus and responsiveness; Communication; Computer skills; Planning and organising; People management.

DUTIES : Manage technical services: Manage technical services and support in conjunction with Engineers, Technologists 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; and 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; and 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; To liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Ms M Barker at 076 716 0984 or Melissa.Barker@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>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.

CLOSING DATE : 05 May 2025

POST 13/221 : **ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: DOI 36/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in a Stakeholder Management 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: Extensive working knowledge with experience in the following: Relevant legislation, acts, policies, codes, guidelines, standards, best practices, procedures, strategies and protocols; Development of a departmental-wide stakeholder management state; Stakeholder management environment; Media liaising; Latest trends in communication products; Dispute and conflict resolution and problem-solving management; Stakeholder management procedures and processes in the Department. Proven skills in the following: Communication (written and verbal) and report writing skills; Computer literacy in MS Office, Intranet and Internet; Time management, planning, organising and networking skills; Conceptual, interpretive, formulation and research skills; Dispute and conflict resolution skills; Proven facilitation, recantation, interviewing and listening skills; Team building, strong interpersonal, motivation and leadership skills. Proven mentoring and coaching skills; Project management skills; Ability to interpret relevant policies, strategies, standards, best practices, procedures, acts and legislation; Ability to communicate well with people at different levels and from different back rounds; Ability to work under pressure and meet tight deadlines; Willingness to travel and to work lon or irregular hours; Be innovative,

- pragmatic, creative, self-motivated, committed, assertive and diplomatic; Be a problem solver and team leader; Be accurate, responsible, reliable and a diligent worker; Have a multi-disciplinary approach.
- DUTIES** : Establish relationships with key clients and business influences in the local communities; Contribute to the development of a departmental-wide stakeholder management strategy; Execute stakeholder management research, analyse information and compile complex documents, reports and submissions for the Department; Provide advice to senior management of the Department and the Minister in terms of conflict situations; Provide logistical support in terms of project profiling.
- ENQUIRIES** : Mr MM Giba Tel No: (021) 483 4987
- 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>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.
- CLOSING DATE** : 05 May 2025
- POST 13/222** : **ENGINEERING TECHNOLOGIST: (PRODUCTION LEVEL):**
PROCLAMATION AND ROAD USE REF NO: DOI 43/2025
- SALARY** : Grade A: R453 576 - R487 500 per annum, (OSD as prescribed)
Grade B: R513 303 - R551 493 per annum, (OSD as prescribed)
Grade C: R586 665 - R690 237 per annum, (OSD as prescribed)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : Bachelor of Technology in Electrical Engineering (B Tech) or relevant qualification; Three years post qualification Engineering Technologist experience; Compulsory registration with ECSA as an Engineering Technologist; A valid code B driving license. Recommendation: Public Sector experience focusing on Roads; Applicable experience in transport infrastructure, roads planning and/or design; Experience with services within the road reserve; Experience in the evaluation of traffic impacts on transport infrastructure due to land use changes; Further studies or formal courses; Experience and a sound understanding of technical matters across various engineering design stages for multidiscipline projects. Competencies: Knowledge of the following: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Skills needed: Decision making; Team leadership; Creativity; Change management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Computer skills; Planning and organising; People management. Problem solving and analysis.
- DUTIES** : Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and to liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES APPLICATIONS : Mr D Fortuin at 082 670 4560
 : 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>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.

CLOSING DATE : 05 May 2025

POST 13/223 : **EXPENDITURE ADMINISTRATOR: FINANCIAL ACCOUNTING REF NO: DOI 39/2025**

SALARY CENTRE REQUIREMENTS : R397 116 - R467 790 per annum (Level 08)
 : Department of Infrastructure, Western Cape Government
 : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in Financial Accounting. Recommendation: Advanced MS Excel experience. Competencies: Knowledge of the following: SCOA; Modified Cash Standard, MCS; Skills needed: Numeracy; Computer Literacy; Interpersonal; Written and verbal Communication skills; Decision making; Problem solving; Ability to work under pressure.

DUTIES : Administer creditor accounts; Maintain payment process; Regulatory, policy, governance frameworks and tactical advice; Operational management of the Sub-component.

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

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.

CLOSING DATE : 05 May 2025

POST 13/224 : **CHIEF ADMINISTRATION CLERK: HR AND GENERAL OFFICE SUPPORT SERVICES (OUDTSHOORN) REF NO: DOI 37/2025**

SALARY CENTRE REQUIREMENTS : R325 101 - R382 959 per annum (Level 07)
 : Department of Infrastructure, Western Cape Government
 : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years relevant administrative experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Willingness to travel when required. Competencies: Knowledge of the following: PERSAL salary system or similar, Public Service Act/ Regulations, various OSD's; Human Resource Policies and Resolutions and Agreements; Skills needed: Planning and organising; Communication skills (written and verbal); Proven computer literacy (MS Word, MS Excel, PowerPoint and Outlook); Ability to interpret policies and procedure manuals; Ability to identify irregularities in the application of human resource policies and practices by means of analytical

- and innovative thinking; Ability to work independently and apply own initiative at times; Report writing and formulation; Conflict and diversity management.
- DUTIES** : Human Resource provisioning (establishment, recruitment and selection, appointments, transfer, secretariat functions); Implement conditions of service benefits; Termination of service; Recommend transactions on PERSAL according to delegations; Performance management of all staff in the region; Prepare reports on human resource issues and statistics; Supervise human resources staff; Compile and coordinate human resource development and EAP activities for the region through development of a Workplace Skills Plan and its implementation; Provide guidance and assistance concerning discipline, disputes and labour relations issues to managers and employees.
- ENQUIRIES APPLICATIONS** : Mr C Kennedy Tel No: (044) 272 6071
: 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>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.
- CLOSING DATE** : 05 May 2025
- POST 13/225** : **ADMINISTRATIVE OFFICER: PROCLAMATION AND ROAD USE REF NO: DOI 47/2025**
- SALARY CENTRE REQUIREMENTS** : R325 101 - R382 959 per annum (Level 07)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Recommendation: 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; Willingness to occasionally travel away from headquarters for road inspections. Competencies: Knowledge of the following: Roads Ordinance, 1976 (Ordinance 19 of 1976); Deeds Registries Act, 1937 (Act No47 of 1937); Deeds Office and Surveyor General Investigations; Basic Research; Interpret and apply applicable policy and legislation; Analysing of Maps; Proven computer literacy MS Office Package; Good communication skills (written and verbal); Report writing and formulation; Ability to work independently and as part of a team; Ability to work under pressure.
- DUTIES** : Execute the processes to close, proclaim, de-proclaim, divert, define the boundaries and alter the classification and widths of provincial roads; Draft provincial notices, proclamations for advertising in the local press and publication in the provincial gazette; Updating proclamation system, filing and recordkeeping; Draft letters, memos and submissions to management; Liaise with clients and municipalities on a regular basis; Conduct deeds office, Surveyor general and servitude investigations; Compliance with legal processes.
- ENQUIRIES APPLICATIONS** : Ms I Fredericks Tel No: (021) 483 2202
: 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>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.

- CLOSING DATE** : 05 May 2025
- POST 13/226** : **PERSONAL ASSISTANT: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOI 49/2025**
- SALARY** : R325 101 - R382 959 per annum (Level 07)
CENTRE : Department of Infrastructure, 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. Recommendation: Working knowledge of the relevant legislative and regulatory requirements pertaining to Supply Chain Management; Experience in a Compliance, Supply Chain Management or Governance environment. Competencies: Knowledge of advanced computer skills (word processing and numerical); Verbal and written language skills; Planning and organising; Professional telephone and email etiquette; Assertiveness, tact and discretion; Conflict resolution, problem-solving and decision-making.
- DUTIES** : Provide secretarial and receptionist support to the manager by screening calls, addressing inquiries, and maintaining confidentiality, while referring stakeholders to the appropriate officials as needed; Ensure office equipment is functioning properly, manage office supplies and refreshments, safeguard and verify assets, and process invoices on time; Provide operational assistance by performing advanced typing, drafting reports, monitoring submission deadlines, and responding to stakeholder inquiries while collecting and compiling required information for the manager; Coordinate the senior manager's appointments, manage meeting logistics, record minutes, and track action items, while prioritizing meetings based on urgency and importance; Assist with administrative tasks such as managing leave requests, tracking employee records, coordinating procurement, and preparing documents for signatures and approvals, ensuring accuracy and completeness; Provide financial and budget management support by tracking expenditure, assisting with submissions, monitoring budget discrepancies, and recommending necessary budget adjustments; Ensure efficient document flow and compliance with policies, safeguard records, and compile reports, while ensuring that all information is processed in accordance with relevant legislation and policies and within required deadlines.
- ENQUIRIES** : Mr E Sawall Tel No: (021) 483 5053
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>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.
- CLOSING DATE** : 05 May 2025
- POST 13/227** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOI 85/2024 R1 (X2 POSTS)**
- SALARY** : R325 101 - R382 959 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years relevant experience in a Supply Chain Management environment. Recommendation: Working knowledge of Supply

		Chain duties, and practices as well as the ability to capture data accurately, operate computers and collect statistics; 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: Job knowledge; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Legislative and regulatory requirements; Skills needed: Proven computer literacy; Communication (written and verbal); Report writing, Problem solving; Analytical; Planning and organising; Applied Strategic Thinking; Interpersonal relations; Flexibility; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Provide contract administration services; Monitor contract compliance; Monitor supplier performance according to the contract and service level agreement; Supervisory function.
<u>ENQUIRIES</u>	:	Mr E Sawall Tel No: (021) 483 5053
<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>NOTE</u>	:	Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co . will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.
<u>CLOSING DATE</u>	:	05 May 2025
<u>POST 13/228</u>	:	<u>PERSONAL ASSISTANT: GOVERNANCE AND DEMAND MANAGEMENT</u> <u>REF NO: DOI 55/2025</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	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. Recommendation: Working knowledge of the relevant legislative and regulatory requirements pertaining to Supply Chain Management; Experience in a Compliance, Supply Chain Management or Governance environment. Competencies: Knowledge of advanced computer skills (word processing and numerical); Verbal and written language skills; Planning and organising; Professional telephone and email etiquette; Assertiveness, tact and discretion; Conflict resolution, problem-solving and decision-making.
<u>DUTIES</u>	:	Provide secretarial and receptionist support to the manager by screening calls, addressing inquiries, and maintaining confidentiality, while referring stakeholders to the appropriate officials as needed; Ensure office equipment is functioning properly, manage office supplies and refreshments, safeguard and verify assets, and process invoices on time; Provide operational assistance by performing advanced typing, drafting reports, monitoring submission deadlines, and responding to stakeholder inquiries while collecting and compiling required information for the manager; Coordinate the senior manager's appointments, manage meeting logistics, record minutes, and track action items, while prioritizing meetings based on urgency and importance; Assist with administrative tasks such as managing leave requests, tracking employee records, coordinating procurement, and preparing documents for signatures and approvals, ensuring accuracy and completeness; Provide financial and budget management support by tracking expenditure, assisting with submissions, monitoring budget discrepancies, and recommending necessary budget adjustments; Ensure efficient document flow and compliance with policies, safeguard records, and compile reports, while ensuring that all information is processed in accordance with relevant legislation and policies and within required deadlines.

ENQUIRIES APPLICATIONS : Ms A Jansen van Rensburg Tel No: (021) 831 8773
 : 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>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.

CLOSING DATE : 05 May 2025

POST 13/229 : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (PAARL) REF NO: DOI 53/2025 (X2 POSTS)**

SALARY : Grade A: R243 597 - R270 357 per annum, (Salary will be determined as per OSD prescripts).

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
 : Appropriate Trade Test Certificate (Diesel Mechanic); A valid driving license (Code EC or higher). Recommendation: Working experience maintaining diesel vehicles including earthmoving machines. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem-solving skills; Good time management skills.

DUTIES : Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer aid applications; Perform administrative duties which include complete log forms and timesheets, initiate orders and writing reports.

ENQUIRIES APPLICATIONS : Mr J Jones Tel No: (021) 863 2020
 : 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>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.

CLOSING DATE : 05 May 2025

POST 13/230 : **OPERATOR: HEAVY EQUIPMENT - CENTRAL MECHANICAL WORKSHOP (BELLVILLE) REF NO: DOI 32/2025**

SALARY : R228 321 - R268 950 per annum (Level 05)

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
 : Grade 10 (Junior certificate or equivalent qualification); A minimum of 6 years relevant experience; A valid code EC driving license with a professional drivers permit (PDP) is required. Recommendation: Relevant experience in operating a forklift/ overhead cranes/ truck mounted crane. Competencies: A good understanding of the following: Loading, offloading and transporting (normal and abnormal) of road construction plant and equipment such as graders, loaders, rollers, sweepers, trucks, vans, busses; Written and verbal

communication skills; Mechanical work to assist Artisans in the workshop; Draw up reports; Good interpersonal relations; Ability to work under pressure and meet deadlines; Good planning and problem solving skills.

DUTIES : Responsible for the transporting, loading and securing the road construction plant and equipment in the correct way as prescribed, on the trailer; Supervise Trade Worker Aid; Maintain occupational health and safety standards; Responsible to see that the services are done on time and check for leakages/ wear and tear; Testing of all road construction plant on the test ground; Emergency assistance at all times (local and at the field offices).

ENQUIRIES : Ms M Van Wyngaardt Tel No: (021) 483 5713

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>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.

CLOSING DATE : 05 May 2025

POST 13/231 : **FINANCE CLERK: FINANCIAL ACCOUNTING REF NO: DOI 40/2025**

SALARY : R228 321 - R268 950 per annum (Level 05)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Advance experience in MS Word and MS Excel. 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.

DUTIES : Perform Salary Administration and expenditure transactions; 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

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>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.

CLOSING DATE : 05 May 2025

WESTERN CAPE MOBILITY DEPARTMENT

CLOSING DATE : 05 May 2025

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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 13/232** : **DEPUTY DIRECTOR: ENATIS SYSTEM REF NO: WCMD 40/2025**
- SALARY** : R896 436 per annum (Level 11), all-inclusive salary package
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 3 years middle management experience in an eNaTIS Systems Management working environment.; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have 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; National Road Traffic Act, 1996 (Act 93 of 1996); Western Cape Provincial Road Traffic Administration Act, 2012 (Act 6 of 2012); National Road Traffic Regulations, 2000; National Traffic Information System (eNaTIS); Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Treasury Instructions. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Managerial; Leadership; Analytical thinking; Strategic thinking; Policy Implementation (Impact on system); Conflict resolution; Monitoring, evaluation and reporting; Facilitation and presentation; Problem-solving; Research; Interpretation; Planning; Organising; Decision-making; Innovation; Interpersonal; Basic research; Networking; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
- DUTIES** : Manage the eNaTIS security environment; Manage eNaTIS support to the Western Cape users; Manage eNaTIS training to the Western Cape users; Communication with various clients / stakeholders; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management; Financial Management.
- ENQUIRIES** : Mr RW Barreiro Tel No: (021) 483 2061
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 13/233** : **ASSISTANT DIRECTOR: REGISTRATION AND COMPLIANCE REF NO: WCMD 32/2025**
- SALARY** : R468 459 - R561 894 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in Public Transport Management; A valid (Code B or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge in the following: Latest advances in public management theory and practices; Organisation development, human capital management, institutional performance system and processes of culture change social capital development; Modern system of governance and administration; Constitutional, legal and institutional arrangements governing the South Africa public sector; Financial management; Public transport legal and policy framework; Inter-governmental relations; Communication, media management and public relations; Office management; Criminal procedure Act; Anti-corruption and fraud legislation; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Skills needed: Research; Analytical thinking; Financial Management; Project Management; Managerial; Computer Literacy; Written and verbal communication; Problem solving; Presentation; Alternative dispute resolution, conflict resolution and mediation; Ability to communicate with people at different levels and from different backgrounds; Sound organisational skills; Good people skills; Aptitude to work

with computers; Interpersonal relations; Commitment and integrity; Customer service orientation; Diversity Management; Team Leadership; Self-Management and motivation; In-depth knowledge and understanding of relevant legislation, policies, prescripts and procedures; Ability to act with fact and discretion; Good grooming and presentation; High level of reliability; Good telephone etiquette / team player.

DUTIES : Assist with the following: Management of registration and deregistration of primary minibus taxi associations and their members; Monitoring compliance of primary minibus taxi associations and their members; Management of the transport relations function; Management of the customer relations function in the Directorate Provincial transport Registration; People management, empowerment and development; Engage with stakeholders/role-players in the minibus taxi public transport industry; Engage with stakeholder/s on legislation and policy matters; Assist with resolving queries and disputes arising from Primary minibus taxi associations and their members; Office management.

ENQUIRIES : Ms J Ndlovu Tel No: (021) 483 0260
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 13/234 : **ASSESSOR: ASSESSMENT REF NO: WCMD 33/2025 (X2 POSTS)**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in rendering executive support functions to top management. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Relevant software packages; Project management; Operational management practices; Procurement and tendering processes; Policy development and operational management, monitoring and review processes; Public service procedures, processes and systems; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Criminal procedure Act; Anti-corruption and fraud legislation. Skills needed: Research; Analytical thinking; Financial Management; Project Management; Managerial; Computer Literacy; Written and verbal communication; Problem Solving; Presentation; Conflict resolution; Sound organisational; Interpersonal Relations; Commitment and Integrity; Customer service orientation; Diversity Management; Team leadership; Self-Management and motivation; In-depth knowledge and understanding of relevant legislation, policies, prescripts and procedures; Ability to act with fact and discretion; Good grooming and presentation; High level of reliability; Good telephone etiquette.

DUTIES : To conduct inquiries in terms of the Western Cape Road Transportation Act, Amendment Law (8 of 1996); Handle all enquiries queries, complaints, accusations and allegations; Write documents, correspondence and reports; Update and maintain data on system; Liaise with stakeholders and role-players in the minibus taxi industry; Notifying complainants and respondents on registrars' decisions.

ENQUIRIES : Abdoesalaam.Isaacs@westerncape.gov.za/ Ms E Searle Tel No: (021) 483 0271

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 13/235 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (ACQUISITION MANAGEMENT) REF NO: WCMD 37/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B Degree/Advanced Diploma (equivalent qualification or higher); A minimum of 3 years supervisory level experience in a Supply Chain Management environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the

following: Procurement and provisioning services; Procurement and tendering processes; 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), 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 negotiations; Supply chain management AOS, Delegations. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Time Management; Planning; Organising; Problem-solving; Dispute Resolution; Conflict Management; Report-writing; Record Keeping; Analytical; Interpersonal Relations; Flexibility; Teamwork; Accuracy; Aptitude of Figures; Ability to use MS Office software for analysis and reporting; Ability to use supply chain software (e.g. Ariba, LOGIS, ITender, etc.); Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.

DUTIES : Coordinate, review and execute the bidding process in the department; Coordinate, review, and compile the list of prospective providers for quotations; Coordinate review, and source quotations from database according to the threshold values determined by National Treasury; Managerial functions.

ENQUIRIES : Ms S Moodley Tel No: (021) 483 8970

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 13/236 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (GOVERNANCE)**
REF NO: WCMD 38/2025

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B Degree/Advanced Diploma (equivalent qualification or higher); A minimum of 3 years supervisory level experience in a Supply Chain Management environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Procurement and provisioning services; Procurement and tendering processes; 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), 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 negotiations; Supply chain management AOS, Delegations. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Time Management; Planning; Organising; Problem-solving; Dispute Resolution; Conflict Management; Report-writing; Record Keeping; Analytical; Interpersonal Relations; flexibility; Teamwork; Accuracy; Aptitude of figures; Ability to use MS Office software for analysis and reporting; Ability to use supply chain software (e.g. Ariba, LOGIS, ITender, etc.); Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.

DUTIES : Compliance Management; Contract Management; Supplier evaluation and selection; Risk assessment and mitigation; Stakeholder engagement; Reporting and analysis; Managerial functions.

ENQUIRIES : Ms S Moodley Tel No: (021) 483 8970
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 13/237 : **PRINCIPAL ROAD SAFETY OFFICER: CENTRAL KAROO (LAINGSBURG)**
REF NO: WCMD 24/2025

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Education, Communication, Public Relations, Project Management and Social Science; A minimum of 3 years' experience in a road safety management working environment or related fields.; A Valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply .Competencies: Knowledge in 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 products and services to a variety of target groups; Planning of: Strategy planning process; Project management process; Strategic thinking process; Performance management process; General support systems; Skills needed: Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Organising; Problem-solving; Report-writing; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office.

DUTIES : Render support with the planning and execution of road safety interventions; Accounting for progress and performance; Render support to achieve road safety targets in the Central Karoo Region in accordance with set standards to enhance service delivery; Competent stewardship.

ENQUIRIES : Ms N Luwaca Tel No: (021) 483 9519
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 13/238 : **PRINCIPAL ROAD SAFETY OFFICER: WEST COAST REF NO: WCMD**
25/2025

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Education, Communication, Public Relations, Project Management and Social Science; A minimum of 3 years' experience in a road safety management working environment or related fields.; A Valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge in 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 products and services to a variety of target groups; Planning of: Strategy planning process; Project management process; Strategic thinking process; Performance management process; General support systems; Skills needed: Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Organising; Problem-solving; Report-writing; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office.

DUTIES : Render support with the planning and execution of road safety interventions in the West Coast Region; Accounting for progress and performance; Render support to achieve road safety targets in the West Coast Region in accordance with set standards to enhance service delivery; Competent stewardship.

ENQUIRIES : Ms N Luwaca Tel No: (021) 483 9519

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 13/239 : **ADMINISTRATIVE OFFICER: LOSSES REF NO: WCMD 30/2025**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years management experience in rendering support functions to top management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant supervisory experience in a government motor transport working environment. Competencies: Knowledge of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; National, Provincial policies, prescripts and practices regarding financial matters, especially the PFMA; Human Resource Management and Development; Legal processes regarding accidents; Insurance claims and related aspects; Labour Relations Act and directives; Instructions and financial Delegations pertaining to the Public Finance management Act, 1999, the national Treasury regulations and the Western Cape Provincial Treasury directives. Skills needed: Management; Planning and organisational; Ability to interpret and apply policy; Supervisory skill; Written and verbal communication; Computer literacy in (MS Office) and database management.

DUTIES : Perform Generic Human Resource Management; Fleet Risk Management; Manage recovery of GMT Losses from client department in terms of GMT's Fleet Risk Management Policy and noncompliance to prescripts; Manage of GMT losses and claims; Legal interaction and case administration; Perform support services; Perform generic financial management support; Co-ordinate the use of systems.

ENQUIRIES : Ms C Jacobs Tel No: (021) 467 4731
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 13/240 : **TRANSPORT RELATIONS OFFICER: REGISTRATION AND COMPLIANCE REF NO: WCMD 36/2025 (X5 POSTS)**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 1-year administrative support experience in operating licensing administration working environment; A valid code B driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Working knowledge of the National Land Transport Act (2009) and National Transport Regulations. Competencies: Knowledge in the following: Transport legislation and policies; Communication, media management public relations; Inter-governmental relations; Relations, public participation and public transport office administration; Minibus taxi industry; Criminal Procedure Act; Anti-Corruption and Fraud Legislation; Relevant legislation/policies/prescripts and procedures. Skills needed: Research; Analytical thinking; Financial Management; Project Management; Managerial; Computer Literacy; Written and verbal communication; Problem Solving; Presentation; Public speaking; Conflict resolution; Sound organisational; Good people skills; Interpersonal relations; Commitment and integrity; Customer service orientation; Diversity Management; Team leadership; Self-Management and motivation; Ability to act with fact and discretion; Good Grooming and Presentation; High level of reliability; Good telephone etiquette.

DUTIES : Hearings and meetings; Capacitate minibus taxi industry; Investigation and mediation; Monitor compliance; General administrative duties; Keep and update registration records.

ENQUIRIES : Mr A Isaacs Tel No: (021) 483 0252

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 13/241 : **TECHNICAL ASSISTANT: REPAIR AND MAINTENANCE COORDINATION REF NO: WCMD 44/2025 (X2 POSTS)**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : NTC3 (Qualified Motor Mechanic or Panel Beater); A minimum of 6 years practical work experience in fleet management environment with regards to mechanical and/or vehicle body repairs; A valid Code C1 driving licence and a prdp. Competencies: Knowledge of the following: Mechanical workings of vehicles, panel beating and spray painting, vehicle inspection to determine problem; Legislative framework governing the Public Service; National Road Traffic Act (93 of 1996) as amended. Skills needed: Computer Literacy; Planning and Organising; Working with people; Good verbal and written communication; Work under pressure, analytical thinking, problem-solving skills and good negotiation skills.

DUTIES : Attend to (drivable) vehicles booked in at GMT by client departments for repairs and maintenance; Diagnose mechanical faults on government vehicles booked in at GMT; Request approval for a "vehicle dealership diagnostics" or a "strip and quote"; Scrutinise and approve the Request for Quotes (RFQ); Scrutinise quotes received and make a recommendation; Work in progress inspections at VRS premises (Mechanical); While the GMT approved work is being done by the VRS, GMT receives a "revised quote for additional work" (via the GMT CCC) to be evaluated and approved or declined (Mechanical); Work completed by VRS, vehicle collected by GMT Driver, and back at GMT RMC(Mechanical); Quality assurance and sign-off (Mechanical); Complaints raised by client departments due to poor quality repairs (Mechanical); Compile vehicle inspection/assessment forms and RFQ (Request for Quotes) process; Scrutinise and approve the Request for Quotes (RFQ) (Vehicle Body Repairs); Scrutinise quotes received and make a recommendation (Vehicle Body Repairs); Work in progress inspections at VRS premises (Vehicle Body Repairs); While the GMT approved work is being done by the VRS, GMT receives a "revised quote for additional work" (via the GMT CCC) to be evaluated and approved or declined; Quality assurance and sign-off; Complaints raised by client departments due to poor quality repairs (vehicle body repairs); Opinion required if the 3rd party vehicle damage is "fair and reasonable" (vehicle body repairs); Perform vehicle asset inspections; Assist with vehicle marking and GMT Toll Free number stickers; Prepare vehicles for GMT auction by means of compiling TV6/28 Vehicle Condition Reports; GMT Vehicle Related Supplier Performance Control (VRSPC) request that the VRS premises be inspected for compliance; GMT VIP vehicle support service; General administrative functions

ENQUIRIES : Mr S Tyman Tel No: (021) 467 4756
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 13/242 : **ROAD SAFETY OFFICER: METRO (EAST/NORTH) REF NO: WCMD 26/2025**

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Education, Media and Communication, Public Relations, Project Management or Social Science; A minimum of 1 year experience in road safety management working environment or related fields; A valid code B driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge in 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 products and services to a variety of target groups; Strategy planning process; Project management process; Strategic thinking process; Performance management process; General support systems. Skills needed: Numeracy and literacy;

- 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; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office.
- DUTIES** : Render support with the planning and execution of road safety interventions in the Metro North Region; Render support with the hosting of road safety interventions in the Metro North Region and provide feedback and solutions to improve service delivery; Accounting for progress and performance; Competent stewardship.
- ENQUIRIES APPLICATIONS** : Ms J Solomons Tel No: (021) 483 6975
: 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 13/243** : **ADMINISTRATIVE OFFICER: OPERATIONAL RISK ASSESSMENT REF NO: WCMD 31/2025**
- SALARY CENTRE REQUIREMENTS** : R325 101 - R382 959 per annum (Level 07)
: Western Cape Mobility Department, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year practical experience in handling traffic offences; 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: Relevant practical experience in handling traffic offences and summonses. Competencies: Knowledge of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; National, Provincial policies, prescripts and practices regarding financial matters, especially the PFMA; Road Traffic Act, AARTO Act; Traffic Offence Websites such as pay City, PayMyFines, AARTO; Labour Relations Act and directives; Traffic Court procedures; instructions and financial delegations pertaining to the Public Finance Management Act, 1999, The National Treasury regulations and the Western Cape Provincial Treasury directives. Skills needed: Planning and organisational; Written and verbal communication; Ability to interpret and apply policy; Computer literacy in MS Office and database management.
- DUTIES** : As the appointed GMT Fleet proxy: Co-ordinate the registration of traffic Fines on the Fleetman system; Monitor the Fleetman system daily for captured driver details and initiate the electronic forwarding thereof to the Municipalities and / or Traffic Management Technologies (TMT); Coordinate summonses issued in the name of GMT's; Represent GMT Fleet Proxy in traffic court throughout the Western Cape; Manage "sms" notifications addressed to the GMT Fleet Proxy to report to TMT/ Municipalities; Management of warrant of arrest for GMT Fleet Proxy; Perform general administration duties; Co-ordinate the use of systems.
- ENQUIRIES APPLICATIONS** : Ms C Jacobs Tel No: (021) 467 4731
: 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 13/244** : **CUSTOMER RELATIONS OFFICER: WALK-IN-CENTRE (VANGATE) REF NO: WCMD 34/2025 (X5 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R325 101 - R382 959 per annum (Level 07)
: Western Cape Mobility Department, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant administrative support experience in operating licensing administration working environment. Competencies: Knowledge of the following: Public management theory and practices; Organisation development, human capital management, institutional performance system and processes of culture change social capital development; Modern system of governance and administration; Constitutional, legal and institutional arrangements governing the South Africa public sector; Financial management; Customer / Client relations; Conflict management; Public Transport; The National Land Transport Amendment Act 23 of 2023 and regulations; policies and guidelines that regulates and governs business process of the department; Relevant legislation, policies, prescripts

		and procedures. Skills needed: Financial Management; Computer Literacy; Written and verbal communication; Problem solving; Presentation; Conflict resolution; Sound organizational; Good people; Aptitude to work with computers; Interpersonal Relations; Commitment and Integrity; Customer service orientation; Diversity Management; Team leadership; Self-Management and motivation; Ability to act with fact and discretion; Good grooming and presentation; High level of reliability; Good telephone etiquette.
<u>DUTIES</u>	:	Customer Relations Management; Enquiries- To provide an effective and efficient client service; Payment Management; Service delivery; Systems knowledge.
<u>ENQUIRIES</u>	:	Ms L Wilmot Tel No: (021) 483 0214
<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 13/245</u>	:	<u>PERSONAL ASSISTANT: TRANSPORT REGULATIONS REF NO: WCMD 34/2024 R1</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering a support service to management/ senior management. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Office Administration; Database Management; Information and Records Management; Procurement processes; Basic financial administration; Understand the functioning, systems and processes of government; General information support systems such as BAS and MYTRACK. Skills in the following: Language; Computer Literacy; Sound Organisational; Good People; Written Communication; Client Liaison and Networking; Report Writing; Research; Problem Solving; Good telephone etiquette; High level of reliability; Ability to communicate well with people at different levels and from different backgrounds; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivation.
<u>DUTIES</u>	:	Provides a secretarial/receptionist support service to the Chief Director; Renders administrative support services; Provides support to Chief Director regarding meetings; 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 thereof is understood properly.
<u>ENQUIRIES</u>	:	Adv G Reed Tel No: (021) 483 0213
<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 13/246</u>	:	<u>ADMINISTRATION CLERK: ASSESSMENT REF NO: WCMD 29/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Administrative experience. Competencies: A good understanding of the following: Public management theory and practices; Organisation development, human capital management, institutional performance system and processes of culture change social capital development; Modern system of governance and administration; Constitutional, legal and institutional arrangements governing the South Africa public sector; Financial management; Customer / Client relations; Conflict management; Public transport; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Skills needed: Research; Analytical thinking; Financial Management; Project Management; Computer Literacy; Written and verbal communication; Problem Solving; Presentation; Conflict resolution; Mediation; Ability to communicate with people at different levels and from different

- backgrounds; Sound organisational skills; Good people skills; Aptitude to work with computers.
- DUTIES** : Render professional and general admin support to all sections when required; Handle all queries and complaints in respect of the relevant regulatory and legislative processes; Update and maintain relevant systems data; Assist with the processing of applications for registration of minibus taxi associations, members and non-members; Notifying applicants on provincial taxi registrar decisions; Dealing with all correspondence; Draft agendas, minutes and reports of meetings; Process claims, trip authorities and other requisite logistical arrangements.
- ENQUIRIES** : Mr A Isaacs Tel No: (021) 483 0252
- 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>

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** : 05 May 2025
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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 POST

- POST 13/247** : **ASSISTANT DIRECTOR: SECURITY ADVISORY SERVICES REF NO. POCS 06/2025 (X3 POSTS)**
- SALARY** : R468 459 - R561 894 per annum (Level 09)
- CENTRE** : Department of Police Oversight and Community Safety, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Working knowledge of the following: ISO 31000: 2018 - Risk Management, ISO 45001: 2018; Occupational Health and Safety, SAMTRAC Business Continuity Management ISO 22301 and safety and security risk management. Competencies: Knowledge of the following: Safety and security related legislation, standards and regulations (understanding and interpretation); Technical knowledge of safety and security risk management processes; Applied strategic thinking; Writing and reporting; Research and analysing; Creative thinking; Problem-solving decision making. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of team.
- DUTIES** : Influence safety and security governance within the WCG institutions; Support the implementation of ISO aligned safety and security methodologies for people, processes and technology within client departments (conduct safety and security risk assessments and investigations); To embed a positive safety and security culture within facilities; Advise departments in terms of Occupational Health and Safety Compliance; Contribute towards sound human resource and budget practices.
- ENQUIRIES** : Ms K Schumann Tel No: (021) 483-4061

DEPARTMENT OF THE PREMIER

CLOSING DATE : 05 May 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 13/248 : **DIRECTOR: TRAINING REF NO: DOTP 37/2025**

SALARY : R1 216 824 per annum (Level 13)
CENTRE : Department of The Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant middle/senior management level experience. Recommendations: Post graduate degree and academic background and/or experience would be to your advantage. Competencies: Proven working knowledge and experience of the following: Legislation, regulatory frameworks, policies and best practices; Human Capital Development; Information Systems; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Partnership Management; Change Management; Knowledge Management; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications.

DUTIES : Strategic management, advice and guidance in respect of the following functional areas: Curriculum development and quality assurance; Functional, transversal and management and leadership training interventions; Continuous optimisation, growth and innovation of the Provincial Training Institute; Strategic Management; Change Management; People Management and Financial Management.

ENQUIRIES : Ms. Louise Esterhuysen Tel No: (021) 483 4869
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 13/249 : **SERVICE MANAGER: EDUCATION AND CULTURAL AFFAIRS AND SPORT REF NO: DOTP 35/2025**

SALARY : R896 436 per annum (Level 11), all-inclusive salary package
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-degree in Information Technology; A minimum of 5 years' experience in ICT management of which 3 years must be management experience. Recommendation: Experience in digital transformation planning and implementation. Competencies: Knowledge of the following: Digital government environment; Business Process Re-engineering; Business Systems Analysis; ICT Service Management; Enterprise systems development; Client relationship Management; ICT project Management; Applicable legislation such as the PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act, Electronic Communications and Transactions Act; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Analytical and problem-solving; Strategic thinking and planning; Presentation and workshop facilitation; Negotiation and conflict management; Project management.

DUTIES : Development, management of and reporting on a team of professionals rendering services to the client department; Guide the development of departmental IT plans including capability mapping; Management and maintenance of Applications Portfolio Management Strategy roadmap and inventory; Strategic alignment and stakeholder engagement across all spheres of government, particularly within the Department of Education; Monitor and manage the analysis of business needs, user requirements, objectives and goals for approved ICT programmes/projects; Co-ordinate business requires for Broadband and the Enterprise network for Department of Education.

ENQUIRIES : Mr L Bunting Tel No: (021) 483 8941
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>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.

CLOSING DATE : 05 May 2025

POST 13/250 : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DOTP 36/2025**

SALARY : R896 436 per annum (Level 11), all-inclusive salary package
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years internal audit supervisory/management experience (ASD Level). Recommendation: Certified Internal Auditor (CIA)/Certified Information System Auditor (CISA); A valid code B driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Audit practices; Strategic planning and management; Engagement planning and execution; Reporting and progress monitoring; Control objectives for information and related frameworks (COBIT); Governance principles; Legislation, policies and procedures. Skills needed: Written and verbal communication; Analytical thinking; Teamwork; Compute assisted audit techniques (CAATs); Teammate audit software; Proven computer literacy (MS Office).

DUTIES : Develop risk based Rolling 3-year Strategic and 1 year operational ICT Internal Audit Plan including resource allocation; Develop an engagement work programme, ensuring qualitative engagement objectives and control adequacy

assessment was conducted and advance mechanism to test control effectiveness were designed; Execute the engagement assignment reviewing the following: IT General control review Application control review; Information security assessments; Ensure quality on the entire audit process and delivery of the operation plans in line with stringent deadlines; Preparation and presentation of final report to executive management; Maintenance of good client relations and effective communication of audit results; Effective scheduling of staff and monitoring productivity levels; Manage client relations at Accounting Officer level and liaison with key stakeholders such as the Auditor General of South Africa.

ENQUIRIES : Ms A Behardien Tel No: (021) 483 0884/Aneesa.Behardien@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>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.

CLOSING DATE : 05 May 2025

POST 13/251 : **FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS (CLUSTER A) REF NO: DOTP 30/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Commerce, Law, Auditing, Forensics; A minimum of 3 years relevant experience. Recommendation: A post graduate qualification in Commerce, Law, Auditing, Forensics, BCom IT or Informatics; Experience in investigation of fraud, theft and/or corruption within the public sector; A professional designation relevant to the forensic profession (e.g. Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP)); A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Legislation and regulations applicable to National and Provincial government and policies and procedures relating to Provincial and Local government; Fact-finding techniques and investigative procedures applicable to forensic audit/investigations; Sound knowledge of ACL, IBM i2 Analysts Notebook, Intella, or similar forensic IT tools; Sound knowledge of writing scripts for queries to identify and detect possible incidents of fraud in data; Collection, analyses and visualization of large datasets to draw appropriate conclusions; Data analysis abilities; Skills needed: Computer literacy in MS Office Package (Word, Excel and PowerPoint); Analysing, problem-solving and fact-finding; Communication (written and verbal); Project management; Ability to collect, analyse and visualise large datasets and draw appropriate conclusions. Ability to work independently and as part of a team.

DUTIES : Planning and execution of forensic investigations; Conducting investigation by means of thorough fact finding and evidence retrieval within allocated timeframes; Effective communication and feedback on progress related matters in line with the investigation plan; Project managing multiple investigations at the same time, prioritising each investigation based on priority and quality assurance at all stages of the investigation; Drafting factual forensic reports containing appropriate findings and recommendations and the follow-up of recommendations; Testifying in disciplinary hearings and in criminal trials; Performing fraud prevention and detection functions; Developing and maintaining professional relationships with all stakeholders.

ENQUIRIES : Ms W Hansby Tel No: (021) 483 4593

- 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>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.
- CLOSING DATE** : 05 May 2025
- POST 13/252** : **FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS (CLUSTER B)**
REF NO: DOTP 32/2025
- SALARY** : R468 459 - R561 894 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Commerce, Law, Auditing, Forensics; A minimum of 3 years relevant experience; A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: A post graduate qualification in Commerce, Law, Auditing, Forensics; Experience in proactive forensics or fraud risk management; A professional designation relevant to the forensic profession (e.g. Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP)); Experience in managing fraud and corruption risks within the public sector. Competencies: Knowledge of the following: Legislation and regulations applicable to National, Provincial and Local government; Policies and procedures relating to Provincial and Local government; Fraud risk management strategies and fraud risk assessment techniques; National and Provincial Government legislation, departmental policies and procedures; Fraud Risk Management strategies and fraud risk assessment techniques; Writing scripts for queries to identify and detect possible incidents of fraud in data; Collection, analyses and visualization of large datasets to draw appropriate conclusions; Data analysis abilities; Analysing and problem-solving. Skills needed: Computer literacy in MS Office Package (Word, Excel, and PowerPoint); Good communication (written and verbal); Ability to work independently and as part of a team; Project management.
- DUTIES** : Manage and develop processes aimed at improving strategies for fraud detection and prevention; Contribute to the development/maintenance and implementation of the Western Cape Government Anti-Corruption Strategy, Whistle blowing Policy and any relevant policies and/or strategies; Support the managers: Proactive Forensics with the development and maintenance of the departmental fraud prevention and implementation plans for thirteen provincial departments, including monitoring progress with the implementation of agreed projects as per the fraud prevention and implementation plans; Contribute towards development of fraud and corruption awareness training content, conduct training awareness sessions, and participate in other awareness initiatives; Identify business areas where data analytics projects could be conducted and assist in conducting these projects; Facilitate departmental fraud risk assessments in line with the approved methodology and monitor action plans.
- ENQUIRIES** : Ms P Thaba Tel No: (021) 483 4701
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>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.

- CLOSING DATE** : 05 May 2025
- POST 13/253** : **ADMINISTRATIVE SUPPORT OFFICER: RELATIONSHIP MANAGEMENT
ADMIN SUPPORT REF NO: DOTP 31/2025**
- SALARY** : R325 101 - R382 959 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : 1–2-year post school qualification; A minimum of 3 years relevant experience. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Departmental operational systems and procedures (e.g. knowledge of relevant software packages, computer programmes such as LOGIS); Relevant legislation, policies, prescripts and procedures; Public Finance Management Act financial delegations; Financial administration (budget, procurement, SCM); Good corporate governance norms and standards; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Basic information gathering (research); Financial administration; Ability to work independently and as part of a team.
- DUTIES** : Render advisory and administrative support services; Render supply chain management support services; Render budget management support services; Render asset management support services.
- ENQUIRIES** : Ms P Percival Tel No: (021) 483 8682
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>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.
- CLOSING DATE** : 05 May 2025
- POST 13/254** : **ADMINISTRATION CLERK: RELATIONSHIP MANAGEMENT REF NO:
DOTP 34/2025**
- SALARY** : R228 321 - R268 950 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: 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: Relevant job knowledge; Written and verbal communication; Interpersonal relations; Flexibility; Teamwork; Proven computer literacy; Planning and organising skills.
- DUTIES** : Render general clerical support services; Provide reception / front office support; Provide supply chain clerical support services; Provide personnel administration clerical support services within the component provide financial administration support services in the component.
- ENQUIRIES** : Ms P Percival Tel No: (021) 483 8682
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>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates

will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.

CLOSING DATE : 05 May 2025

PROVINCIAL TREASURY

CLOSING DATE : 05 May 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 13/255 : **DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING REF NO: PT 08/2025**

SALARY : R1 216 824 per annum (Level 13), all-inclusive salary package
CENTRE : Department of Provincial Treasury, Western Cape Government
REQUIREMENTS : Bachelor's degree in accounting (NQF 7 as recognised by SAQA); At least 5 years' middle or senior management experience and proven knowledge of technical abilities on accounting practices. Recommendations: Valid driver's license or alternative mode of transport for people with disabilities; Knowledge of the people management function; Post Graduate studies in accounting and financial governance; Chartered Accountant; An aptitude for training and rolling out the relevant reporting frameworks; Excellent networking abilities; Working knowledge of Standards of GRAP and the Modified Cash Standard. Competencies: Strategic capability and leadership; Change management; Communication: written and oral skills; Financial management; Knowledge management; Project management.

DUTIES : Drive the application of accounting practice within departments and entities in line with the latest applicable reporting frameworks; Compile and table annual consolidated financial statements of the province; Manage the research and issuing of best accounting practices; Manage technical assistance provided on

the interpretation of accounting standards and frameworks; Driving accounting capacitation through training interventions on financial governance and accounting frameworks; Improving the financial governance maturity within departments through multi-disciplinary engagements; People and Financial Management.

ENQUIRIES : Mr IG Smith Tel No: (021) 483-8223
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 13/256 : **FINANCIAL ANALYST: FINANCIAL GOVERNANCE REF NO: PT 07/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management, Financial Accounting or Management Accounting; A minimum of 3 years' experience in accounting and governance 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. Recommendation: B Com degree with Internal audit, Risk management, Public Administration or bachelor's degree Law/LLB; Experience in financial management in the local government sector. Competencies: Knowledge of the following: Municipal Finance Management Act and relevant supporting regulations; Project and financial management. Skills needed: Excel and PowerPoint; Provision of credible research, analysis and report writing; Project and financial management; Problem solving; Integrity and self-management; Teamwork; Technical proficiency; Written and verbal communication.

DUTIES : To provide assistance and support with the coordination and effective implementation of the MFMA and related regulations; Provide assistance with monitoring, evaluation, analysis and reporting on compliance with the MFMA and supporting regulations; Provide assistance with monitoring, evaluation, analysis and reporting on compliance with the MFMA and supporting regulations; Coordinate and participate in Stakeholder engagements to enhance compliance with the MFMA; Project Management i.t.o municipal Financial Governance support initiatives.

ENQUIRIES : Mr K Motingwe Tel No: (021) 483 6268
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>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.

CLOSING DATE : 05 May 2025

POST 13/257 : **ASSISTANT DIRECTOR: PG INFRASTRUCTURE AND PROPERTY MANAGEMENT (GROUP 1) REF NO: PT 36/2024 R1 (X2 POSTS)**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Finance, Commerce, Economics or Built Environment; A minimum of 5 years relevant functional experience in monitoring infrastructure projects/programmes; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: A Project Management Certificate and/or Contract Management training and/or Asset Management and/or Supply Chain

Management and infrastructure procurement experience/exposure. Competencies: Knowledge of the following: Legislation, regulatory frameworks, IDMS, FIDPM, cidb Regulations; Information systems (IRM); Public service policies and procedures; Functioning of National/Provincial as well as Local Government; Microsoft Office Applications; Financial Management; Project Management; Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Division of Revenue Act (DoRA), Government Immovable Asset Management Act (GIAMA), Western Cape Land Administration Act, National Treasury Regulations, User Asset Management Guidelines and Local Government Capital Asset Management Guidelines; Skills needed: Proven computer literacy; Written and verbal communication; Research, report writing, organizing and planning; Analytical thinking.

DUTIES : Monitor Provincial Infrastructure Performance Management; Report on Provincial Infrastructure Financial Management; Support Provincial Infrastructure Planning Portfolio Management; Support Provincial Infrastructure Projects/Programme; Support Infrastructure Capacity Building Initiatives.

ENQUIRIES : Ms S Van Breda at (021) 483 3803/Mr C September Tel No: (021) 483 6159
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>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.

CLOSING DATE : 05 May 2025

POST 13/258 : **EXPENDITURE ANALYST: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) REF NO: PT 23/2024 R1**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate Advance Diploma/B-degree (equivalent or higher qualification) in Finance, Public Finance, Financial and/or Management Accounting, Auditing or Economics; A minimum of 3 years appropriate experience in a financial management environment. Recommendation: Strong financial background in Public Sector Finance. Competencies: Knowledge of the following: Financial norms and standards (PFMA, NTRs, Provincial Treasury Directives); DORA and conditional grants allocation mechanisms; Medium-term Expenditure framework (MTEF) budget process and procedures; Adjustments Budget process and procedures; Public finance financial reporting mechanisms; Basic Accounting System (Vulindlela Financial Management reporting system) and its SCOA structures. Skills needed: Sound organisation and planning; Computer literacy (MS Office, Web applications and Outlook); Communication (written and verbal); Writing and reporting.

DUTIES : In-year monitoring (IYM) model: Compilation of the Consolidated Provincial IYM model, monthly review and monitoring of expenditure, draft monthly / quarterly narrative reports; Evaluate inputs of the rollover and revenue retention process; Assist with the implementation and evaluation of inputs for the adjustment budget and the main budget process; Render technical support and training; Handle policy matters related to the job.

ENQUIRIES : Mr S Arnold Tel No: (021) 483-4945
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>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.

- CLOSING DATE** : 05 May 2025
- POST 13/259** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: PT 49/2024 R1**
- SALARY** : R468 459 - R561 894 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in financial management; A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Public service accounting procedures, processes and systems; Performance management in general. Skills needed: Accounting and Financial management skills; Written and verbal communication; Proven computer literacy; People management.
- DUTIES** : Monitoring and compiling financial reporting, including Interim Financial Statements and Annual Financial Statements; Collection and recording of revenue (banking and cashier functions); Management of the payment of Compensation of Employees (COE), goods and services and transfers and subsidies; Operationalise the debt management function; Conduct required system maintenance (Basic Accounting System) and monitor and perform month/year-end closure on the system in compliance with guidelines; People Management.
- ENQUIRIES** : Ms A Smit Tel No: (021) 483 3037
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>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.
- CLOSING DATE** : 05 May 2025
- POST 13/260** : **DATA COLLATOR: DATA COLLATING AND TECHNICAL EDITING REF NO: PT 01/2025**
- SALARY** : R325 101 - R382 959 per annum (Level 07)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Management, Information Technology or a relevant field; A minimum of 3 years appropriate experience in technical editing/formatting of various publications, through database integration. Recommendation: Experience in technical editing and formatting and excel. Competencies: Knowledge of the following: Technical editing and formatting; Database integration and co-ordination. Skills needed: Cognitive; Attention to detail; Analytical; Communication (written and verbal); Proven computer literacy (MS Office suite); Ability to liaise with diverse people; Aptitude for numbers.
- DUTIES** : Consolidate and technically edit/format the Provincial Budget publications and associated documentation. Liaise with departmental finance and planning staff on the management of budget information; Consolidate and technically edit/format municipal budget information, performance assessment reports, PT municipal publications and working papers; Collect/consolidate and edit

technically/format PT publications which include: Annual Financial Statements, Annual Performance Plan, MTBPS, Reviews, Annual Report, Manuals and Assessment Reports; Knowledge and Information Management through database co-ordination and integration; Specialised functions: Technically edit miscellaneous documents; Set up databases and templates.

- ENQUIRIES** : Ms S van der Merwe Tel No: (021) 483 4433
- 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>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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.
- CLOSING DATE** : 05 May 2025

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 05 May 2025
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to 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 13/261** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (GEORGE)**
REF NO: DSD 14/2025
- SALARY** : R477 564 - R561 378 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development Western Cape Government
- REQUIREMENTS** : A relevant tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
- DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees:

Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

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

POST 13/262 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS REF NO: DSD 15/2025 (X2 POSTS AVAILABLE IN METRO SOUTH)**

SALARY : R477 564 - R561 378 per annum (OSD as prescribed)
CENTRE : Department of Social Development Western Cape Government
REQUIREMENTS : A relevant tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

DUTIES : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Mr K Brink Tel No: (021) 834 7000

POST 13/263 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (KHAYELITSHA) REF NO: DSD 18/2025**

SALARY : R477 564 - R561 378 per annum, (OSD as prescribed)
CENTRE : Department of Social Development Western Cape Government
REQUIREMENTS : A relevant tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

DUTIES : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Mr Q Arendse Tel No: (021) 763 6206

POST 13/264 : **SOCIAL WORKER: SOCIAL WORK SERVICES (EDEN KAROO) REF NO: DSD 13/2025**

SALARY : Grade 1: R325 200 – R382 374 per annum, (OSD as prescribed)
Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed)
Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed)
Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development Western Cape Government
: A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social wellbeing; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

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

POST 13/265 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 19/2025 (VARIOUS POSTS AVAILABLE IN CAPE WINELANDS/OVERBERG)**

SALARY : Grade 1: R325 200 – R382 374 per annum, (OSD as prescribed)
Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed)
Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed)
Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed)

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

years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social wellbeing; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Mr S Mtlaka Tel No: (021) 872 7818

POST 13/266 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 20/2025 (VARIOUS POSTS AVAILABLE IN METRO NORTH)**

SALARY : Grade 1: R325 200 – R382 374 per annum, (OSD as prescribed)
Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed)
Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed)
Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development Western Cape Government
A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social wellbeing; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of

individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms M Swart Tel No: (021) 763 6212

POST 13/267 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 21/2025 (VARIOUS POSTS AVAILABLE IN METRO EAST)**

SALARY : Grade 1: R325 200 – R382 374 per annum, (OSD as prescribed)
Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed)
Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed)
Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development Western Cape Government
A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social wellbeing; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Mr Q Arendse Tel No: (021) 763 6206

POST 13/268 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 22/2025**
(VARIOUS POSTS AVAILABLE IN METRO SOUTH)

SALARY : Grade 1: R325 200 – R382 374 per annum, (OSD as prescribed)
Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed)
Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed)
Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed)

CENTRE : Department of Social Development Western Cape Government
REQUIREMENTS : A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social wellbeing; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Mr K Brink Tel No: (021) 834 7000

POST 13/269 : **SOCIAL WORKER: SOCIAL WORK SERVICES (WEST COAST) REF NO: DSD 23/2025**

SALARY : Grade 1: R325 200 – R382 374 per annum, (OSD as prescribed)
Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed)
Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed)
Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed)

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

years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social wellbeing; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms I Koen Tel No: (022) 713-2273

POST 13/270 : **COMMUNITY DEVELOPMENT PRACTITIONER: COMMUNITY DEVELOPMENT SERVICES REF NO: DSD 16/2025 (VARIOUS POSTS AVAILABLE IN CAPE WINELANDS/OVERBERG)**

SALARY : Grade 1: R278 169 - R324 960 per annum, (OSD as prescribed)
Grade 2: R334 419 - R393 933 per annum, (OSD as prescribed)
Grade 3: R404 826- R543 120 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development Western Cape Government
Grade 1: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. **Grade 2:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. **Grade 3:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Skills needed: Presentation; Proven computer literacy; Written and verbal communication; Facilitation; Research; Knowledge and understanding of basic Financial Management.

DUTIES : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with

- new developments in the community development field to enhance service delivery.
- ENQUIRIES** : Ms E Van Dyk Tel No: (021) 814 2818
- POST 13/271** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 07/2025 (VARIOUS POSTS AVAILABLE IN METRO EAST)**
- SALARY** : Grade 1: R192 972 – R218 409 per annum; (as prescribed by OSD)
Grade 2: R227 292 – R259 368 per annum; (as prescribed by OSD)
Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
- CENTRE REQUIREMENTS** : Department of Social Development Western Cape Government
Grade 12(Senior Certificate or equivalent qualification); only Z83 and CV on application all other documents are submitted by shortlisted candidates; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Mr Q Arendse Tel No: (021) 763 6206
- POST 13/272** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES- ATLANTIS REF NO: DSD 08/2025**
- SALARY** : Grade 1: R192 972 – R218 409 per annum; (as prescribed by OSD)
Grade 2: R227 292 – R259 368 per annum; (as prescribed by OSD)
Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
- CENTRE REQUIREMENTS** : Department of Social Development Western Cape Government
Grade 12(Senior Certificate or equivalent qualification); only Z83 and CV on application all other documents are submitted by shortlisted candidates; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms I Koen Tel No: (021) 840 3500
- POST 13/273** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 09/2025 (VARIOUS POSTS AVAILABLE IN METRO SOUTH)**
- SALARY** : Grade 1: R192 972 – R218 409 per annum; (as prescribed by OSD)
Grade 2: R227 292 – R259 368 per annum; (as prescribed by OSD)
Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
- CENTRE** : Department of Social Development Western Cape Government

<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification); only Z83 and CV on application all other documents are submitted by shortlisted candidates; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	Mr K Brink Tel No: (021) 834 7000
<u>POST 13/274</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 10/2025 (VARIOUS POSTS AVAILABLE IN EDEN KAROO)</u>
<u>SALARY</u>	:	Grade 1: R192 972 – R218 409 per annum; (as prescribed by OSD) Grade 2: R227 292 – R259 368 per annum; (as prescribed by OSD) Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	Ms I April Tel No: (021) 763 6217
<u>POST 13/275</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 11/2025 (VARIOUS POSTS AVAILABLE IN CAPE WINELANDS/OVERBERG)</u>
<u>SALARY</u>	:	Grade 1: R192 972 – R218 409 per annum, (as prescribed by OSD) Grade 2: R227 292 – R259 368 per annum, (as prescribed by OSD) Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification); only Z83 and CV on application all other documents are submitted by shortlisted candidates; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge

- Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms E De Villiers at (072) 332 1117
- POST 13/276** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 12/2025 (VARIOUS POSTS AVAILABLE IN METRO NORTH)**
- SALARY** : Grade 1: R192 972 – R218 409 per annum, (as prescribed by OSD)
Grade 2: R227 292 – R259 368 per annum, (as prescribed by OSD)
Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
- CENTRE REQUIREMENTS** : Department of Social Development Western Cape Government
Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms S Cummings-Damon Tel No: (021) 483 7938