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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 14 OF 2025

DATE ISSUED 25 APRIL 2025

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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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

: 14 May 2025 at 16:00 (walk-in) and 00:00 midnight (online)

NOTE

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. 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. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department, following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 required to enter into an employment contract and

a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ECHELON

POST 14/01 : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/25/05/01HO**

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

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

ENQUIRIES : Ms. MM Matyila Tel: (012) 309 4026
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ16@labour.gov.za

POST 14/02 : **DIRECTOR: FLEET MANAGEMENT AND AUXILIARY SERVICES REF NO HR4/25/05/04 HO**

SALARY : R1 216 824 per annum (All -Inclusive)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Qualification at NQF 7 as recognised by SAQA in Public Management / Business Management / Public Administration. A valid driver's license. Five (5) years' experience at Middle/Senior Management level in Fleet or Transport Management, Auxiliary Services and Facilities Management or Property Management. Knowledge: Government immovable Asset Management (GIAMA)19 of 2007, Fleet Management Policy, Public Service Financial Management, Departmental Policies and Procedure, Public Finance Management Act (PFMA), Public Service Regulations, Batho Pele Principles, Protection of Personal Information Act (POPIA), Occupational Health and Safety Act (OSHA), National Archive and Records Act (NAARA). Skills: Communication, attention to details, Leadership, Planning and organization, Computer, Research, Networking, Coordination, Finance, Problem solving, Decision Making, Time Management, Managerial and supervision, Analysis.

DUTIES : Oversee the provision of fleet management service within the department. Ensure effective provision of efficient auxiliary services within the Department. Oversee the building lease portfolio and its budget. Oversee the State-owned portfolio, projects and infrastructure. Manage all the resources of the Directorate.

ENQUIRIES : Mr BE Maduna Tel: Tel: 012 309 4285
APPLICATIONS : The Chief Director: Human Resources Management, Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ15@labour.gov.za

OTHER POSTS

POST 14/03 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X12 POSTS)**
 (Re-advertisement, applicants who applied previously are encouraged to re-apply for Mbombela, Mashishing, Ermelo and Bethal)

<u>SALARY CENTRE</u>	: R1 059 105 per annum (all- inclusive) : Labour Centre: Cape Town (Western Cape)-Reference No: HR4/4/10/801(X1 Post) Labour Centre: Lusikisiki-Ref No: HR4/4/1/33(X1 Post) Labour Centre: Calvinia-Ref No: HR 4/4/8/91(X1 Post) Labour Centre: De Aar- Ref No: HR 4/4/8/92(X1 Post) Labour Centre: Postmasburg-Ref No: HR4/4/8/93(X1 Post) Labour Centre: Upington-Ref No: HR4/4/8/94(X1 Post) Labour Centre: Mafikeng – Ref No: HR 4/4/03/01 (X1 Post) Labour Centre: Mkhondo– Ref No: HR 4/4/7/26(X1 Post) Labour Centre: Mbombela Labour Centre – Ref No: HR 4/4/7/27 (X1 Post) Labour Centre: Mashishing Labour Centre – Ref No: HR 4/4/7/28(X1 Post) Labour Centre: Ermelo Labour Centre – Ref No: HR 4/4/7/29 (X1 Post) Labour Centre: Bethal Labour Centre – Ref No: HR 4/4/7/30 (X1 Post)
<u>REQUIREMENTS</u>	: Three (3) years National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science (Developmental Studies, Social Work, Nursing Industrial Psychology/Psychology, Qualifications with Research Economics, and Statistics as major subjects), Engineering Science (Civil and/or Construction Engineering, Electrical Engineering, Mechanical Engineering, Environmental Health, Analytical Chemistry, Chemical Engineering, Chemistry, Explosives Management, Explosives Engineering), Management, Public Management/Administration, Business Management/Administration, Operations Management, Project Management, Commerce (General), Administrative Information Management, Administrative Management, LLB/BCOM Law/BA Law/B Proc. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years' functional experience in labour market operations /services delivery environment. Drivers Licence. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Plan Skills: Management, Communication (both verbal and written), Computer Literacy, Conflict Management, Presentation, Interpersonal, Conflict Management, Change Management, Diversity Management, Monitoring and Evaluation, Leadership and Project Management.
<u>DUTIES</u>	: Manage the service delivery objectives as per the mandate of Department of Employment and Labour (Daily). Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre (Daily).
<u>ENQUIRIES</u>	: Mr Q Bowman Tel: (021) 441 8120(WC) Ms P Mbongwana Tel: (043) 701 3128 (EC) Ms N Litheko, Tel: (053) 838 1632(NC) Mr SS Shongwe Tel: (018) 387 8100(NW) Rev MG Sibanyoni Tel: (013) 655 8702
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town Email: Jobs-WC1@labour.gov.za Chief Director: Human Resources Management: Private Bag X 9005 East London 0001or hand delivers at 3 Hill Street East London 5200 Email: Jobs-EC2@labour.gov.za Chief Director: Provincial Operations: Private Bag X 5012, KIMBERLEY, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.Email -Calvinia: Jobs-NCCAL@labour.gov.za Email- De Aar: Jobs-NCDEAR@labour.gov.za Email: Postmasburg Jobs-NCPOS@labour.gov.za Email Upington Jobs-NCUPI@labour.gov.za Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW7@LABOUR.gov.za The Chief Director: Provincial Operations, Private Bag x7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni Email: Jobs-PRT@LABOUR.gov.za Mkhondo Labour Centre Jobs-MBO@LABOUR.gov.za Mbombela Labour centre Jobs-LDB@LABOUR.gov.za Mashishing Labour Centre Jobs-BTH@LABOUR.gov.za Bethal Labour Centre Jobs-EML@LABOUR.gov.za Ermelo Labour Centre

<u>POST 14/04</u>	:	<u>DEPUTY DIRECTOR: FINANCE AND OFFICE ADMIN SERVICES REF NO: HR4/4/03/02</u>
<u>SALARY</u>	:	R896 436 per annum (all- inclusive)
<u>CENTRE</u>	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	A relevant three-year (3) tertiary qualification at NQF6/7 in Business Administration/Business Management/ Public Administration/ Public Management / Financial Management. A valid driver's license. Two (2) years management and/ or supervisory experience. Three (3) years functional experience in Administration, IT and Financial Management Environment. Knowledge: White paper on transformation of Public Service. Public Service Act. Public Service Regulations and relevant prescripts. Departmental policies and procedures. Accounting systems and Internal Control. Corporate governance. Batho Pele principle. Departmental policies and prescripts. Knowledge of PFMA. Treasury Regulations and the Budget Guidelines. Knowledge of Word, Excel, PowerPoint and Outlook. Skills: Leadership. Interpersonal relation. Presentation. Planning and organising. Assertiveness. Computer Literacy. Accounting. Innovative. Analytical. Negotiation. Project Management. Strategic management. Ability to build high performance team. Diversity facilitation. Verbal and Written Communication.
<u>DUTIES</u>	:	Manage the implementation of Financial Management processes and procedure in the Province. Manage and implement budgeting processes and the compilation of the Provincial MTEF budget. Responsible for Financial control and accounting in the Province. Manage the administration of BAS and payments in the Province. Manage the IT and Office support service in the Province. Manage the Fleet Management Services in the Province. Manage resources and ensure sound financial management of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr. S.S. Shongwe Tel: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW8@LABOUR.gov.za
<u>POST 14/05</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT (X2 POSTS)</u>
<u>SALARY</u>	:	R896 436 per annum (all- inclusive)
<u>CENTRE</u>	:	Provincial Office: Mmabatho –Ref No: HR4/4/03/02 (X1 post) Provincial Office: Kimberly-Ref No: HR4/4/8/95 (X1 post)
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma NQF6/Undergraduate Degree NQF7 qualification in Human Resource Management/ Labour Relations/ Labour Law/ Training and Development. Valid driver's licence. Five (5) years' experience of which two (2) AT Middle Management level (Assistant Director) and Three (3) years functional experience in HRM environment. Knowledge: Human Resource Management Policies. Human Resources Systems and Procedures. Performance Management. Project Management. Public Service Act, Regulations and Resolutions. Recruitment and Selection Strategies. Code of Remuneration. All Labour Legislations. Code of good conduct in the Public Service. Departmental Policies and Procedures. Batho Pele Principles. Human Resource Management Practices and Systems. Legislative requirements: Public Service Act. Public Service Regulations. Skills: Management. Interpersonal. Communication (Verbal and Written). Computer literacy. Negotiation. Presentation. Report writing. People Management. Problem solving. Decision making skills.
<u>DUTIES</u>	:	Manage the Human Resource support services and the implementation of all the Human Resource policies, procedures and relevant prescripts in the Province. Manage the effective implementation of recruitment and selection and all Service Benefits. Manage the coordination of Human Resource Development interventions. To effectively manage the employee health and wellness Programmes. To Provide Sound Employee Relations. Management of resources in the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr SS Shongwe Tel: (018) 387 8100 Ms N Litheko Tel: (053) 838 1632
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW9@LABOUR.gov.za

Chief Director: Provincial Operations: Private Bag X 5012, KIMBERLEY, 8301
OR hand deliver at Laboria House, c/o Priel & Compound Street, Kimberley.
Email: Jobs-NCKIM@Labour.gov.za

<u>POST 14/06</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: HR4/4/10/802</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office (Western Cape)
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Accounting/ Financial Management/ Cost and Management Accounting/ Internal Auditing. Four (4) Year experience of which two (2) years must be at Supervisory level and two (2) functional experience in Finance. Valid Driver's Licence. Knowledge: Public Service transformation and management issues, White Paper transformation and Public Services, Public Service Act, Ability to convert policy into action, Public Service Regulations, and relevant prescripts, Departmental policies and procedures, Departmental policies and procedures, Batho Pele Principles, Labour relations and collective bargaining systems, Minimum Information Security Systems. Skills: Administration and Financial Management, Verbal and written communication, Interpersonal relations, Ability to build high- performance teams, Computer literacy, Project management, Strategic management, Communication, Analytical, Problem solving, Conflict Management.
<u>DUTIES</u>	:	Manage the process of financial accounting to ensure compliance with all financial prescripts, PFMA, Treasury Regulations, etc. Manage user access to financial and personnel systems (BAS, PERSAL, Safety web, etc.). Coordinate, review, analyse the provincial budget and utilization of resources. Monitor the management of revenue, petty cash and debt in the Province. Manage expenditure in the Province. Manage all resources in the section.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel: (021) 441 8120
<u>APPLICATIONS</u>	:	Jobs-WC2@LABOUR.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 14/07</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT (IT AUDIT) REF NO HR4/25/05/08 HO</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) years National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Auditing / Accounting / Financial Information System / BCom Information Management / Information Systems/ BSc IT / Computer Science. Four (4) years' experience of which two (2) years at Supervisory level as (Senior Internal Auditors (ITC) and two (2) years' experience in Information Communication and Technology Audit. Valid driver's license. Registration with Institute of Internal Auditors (IIA). Knowledge: Internal Audit Methodology, Information Technology Frameworks (CoBiT, ITIL, ISO, Public Finance and Management Act (PFMA) and Treasury Regulation, Public Service Regulations, Public Service Act, National Treasury Internal Audit Frameworks, Public Sector Risk Management Frameworks, King Report on Corporate Governance (II and III), Framework for Managing Performance Information, International Internal Audit Standards, International Financial Reporting Standards, International Accounting Standards, Generally Recognized Accounting Practice (GRAP), Departmental Internal Audit Activity, Audit and Risk Committee Charter, Departmental Legislative and regulatory framework (LRA,BCEA,PAIA etc.)
<u>DUTIES</u>	:	Plan the allocated audit assignment according to the approved Internal Audit Plan, Conduct Audit Projects according to the approved Internal Audit Plan, Manage resource of the unit.
<u>ENQUIRIES</u>	:	Mr. D Mangaye Tel: 012 309 4205
<u>APPLICATIONS</u>	:	The Chief Director: Human Resources Management, Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ20@labour.gov.za

POST 14/08 : **SENIOR INTERNAL AUDIT: INFORMATION TECHNOLOGY AUDIT REF NO HR4/25/05/16 HO**

SALARY : R397 116 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Internal Auditing / Bcom Accounting / BCom Information System /Bcom IT Management/ Informatics / Information Systems/ BSc IT / Computer Science. Two (2) years functional experience Information Technology Audit including General Controls Reviews, Application Control Reviews. Valid Driver's License. Registration with the Institute of Internal Auditors (IIA) or Information Systems Audit and Control Association (ISACA). Knowledge: Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, IT Audit frameworks (for e.g. COBIT, ITIL, ISO2700 etc.), Ability to research and apply IT control concepts in audit assignments, King Report on Corporate Governance III, Internal audit concepts, frameworks and methodologies, Principles relating to Governance, Risk Management and control frameworks, Framework for managing performance information, ISACA Standards , Departmental internal audit activity charter, audit and risk committee charters, International Professional Practices Framework (IPPF) of the Institute of Internal Auditors, (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and organizing, Communication (written and verbal), Computer Literacy, Leadership, Good Interpersonal, Presentation, Teammate, Data analytics (ACL, IDEA, Teammate analytics), Ability to work with minimal supervision. Report Writing, driving, Analytical skills, Audit Techniques.

DUTIES : Plan the allocated Information Technology audit assignment. Conduct Information Technology audit engagements in accordance with audit programmes. Render administrative support to the Internal Audit within DeL, Supervise the resources in the section.

ENQUIRIES : Ms. D Mangaye Tel: 012 309 4205
APPLICATIONS : The Chief Director: Human Resources Management, Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ18@labour.gov.za

POST 14/09 : **SENIOR INTERNAL AUDITOR REF NO HR4/25/03/13 HO (X2 POSTS)**

SALARY : R397 116 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Auditing/ Accounting/ Finance/BCom Information Systems/Risk Management/ Financial Information System. Two (2) years functional experience in Auditing. A valid driver's licence. Knowledge: Applicable legislative and regulatory framework, Public Finance and Management Act, Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), Framework for managing performance information, Departmental internal audit activity charter, audit and risk committee charters, General Recognised Accounting Standards(GRAP), International Professional Practices Framework(IPPF) of the Institute of Internal Auditors(IIA):(1) Definition, (2) Code of Ethics,(3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and organizing, Computer literacy, Project Management, Communication (verbal and written), Leadership, Analytical, Good Interpersonal, Presentation, Team Mate.

DUTIES : Plan allocated audit assignment. Conduct Audit engagements in accordance with Audit programmes. Render administrative support to the Internal Audit within the Department. Supervise the resources in the section.

ENQUIRIES : Ms A Mkhonto Tel: (012) 309 4804
APPLICATIONS : The Chief Director: Human Resources Management, Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ19@labour.gov.za

<u>POST 14/10</u>	:	<u>TEAM LEADER: INSPECTION AND ENFORCEMENT SERVICES (X7 POSTS)</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Labour Centre: Lichtenburg Ref No: HR4/4/03/04 (X1 post)
	:	Labour Centre: Durban- Ref No: HR4/4/5/12 (X1 post)
	:	Labour Centre: Estcourt -Ref No: HR4/4/5/13(X1 post)
	:	Labour Centre: Pietermaritzburg- Ref No: HR4/4/5/14 (X3)
	:	Labour Centre: Mthatha- Ref No: HR4/4/10/04 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year's National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Labour Relations/Labour Law/LLB/BCOM Law. Two (2) year's functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Department policies and procedures, Employment Services Act, Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning, Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Performance Management, Communication.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy campaigns on Labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management 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.
<u>ENQUIRIES</u>	:	Mr SS Shongwe Tel: (018) 387 8100(NW) Mr S Mchunu Tel: (031) 336 1500 (Durban) Mr JSM September Tel: (033) 341 5305 (PMB) Mr J Fakazi Tel: (036) 352 7767(Estcourt) Ms S Zaula Tel No: (047) 501 5600(Mthatha)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW10@LABOUR.gov.za Deputy Director: Durban Labour Centre, PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban. For Online Applications Email to: Jobs-KZN17@Labour.gov.za Deputy Director: Estcourt Labour Centre, PO Box 449, Estcourt 3310 Or hand deliver at 75 Phillip Street, Estcourt. For Online Applications Email to: Jobs-KZN18@Labour.gov.za Deputy Director: Pietermaritzburg Labour Centre, P/Bag X 9048, Pietermaritzburg 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For Online Applications Email to: Jobs-KZN22@Labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X 5080 Mthatha 5100, Hand deliver at No.18 Corner of Madeira & Elliot Street Old Manpower Building Mthatha,5100. Email: Jobs-EC6@labour.gov.za
<u>POST 14/11</u>	:	<u>OHS INSPECTOR (6X POSTS)</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Beaufort West Labour Centre (Western Cape) – HR4/4/10/804 (1X Post)
	:	Somerset West Labour Centre (Western Cape) – HR4/4/10/805 (4X Posts)
	:	Worcester Labour Centre (Western Cape) – HR4/4/10/806 (1X Post)
<u>REQUIREMENTS</u>	:	A 3-year tertiary qualification (NQF6) in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences, Biotechnology, Biochemistry. A valid driver's licence. Two (2) years functional experience in inspections and enforcement of labour legislations or

in the relevant environment. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, OHS Regulations, South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act, Employment Equity Act – relevant key elements, Basic Conditions of Employment Act – relevant key elements, Relevant guidelines of aforementioned legislation 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. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and other 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 OHS and other 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. Q. Bowman, Tel: (021) 441 8120
APPLICATIONS : Jobs-WC3@LABOUR.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 14/12 : **INSPECTOR BCEA REF NO: HR4/4/10/803 (2X POSTS)**

SALARY : R397 116 per annum
CENTRE : Bellville Labour Centre (Western Cape)
REQUIREMENTS : Three (3) year tertiary qualification (NQF6/7) in Labour Relations/ BCOM Law/ LLB. Two (2) years functional experience in inspection and enforcement services. Valid driving license. Knowledge: Departmental policies and procedures, Labour relations Act, Compensation for Occupational Injuries and Diseases Act, Occupational Health and Safety Act, UI Contributions, Employment Equity Act. Immigration Act, Basic Conditions of Employment Act. Skills: Facilitation, Planning organizing, Leadership, Compute literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovation, Analytical.

DUTIES : To plan and independently conduct substantive inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Sectoral Determination and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently, and analyse impact thereof consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans execution.

ENQUIRIES : Mr. Q Bowman Tel (021) 4418120
APPLICATIONS : Jobs-WC3@LABOUR.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 14/13 : **OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO HR4/4/5/24**

SALARY : R397 116 per annum
CENTRE : Labour Centre: Vryheid (KZN)
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus a three (3) year recognised qualification at NQF 6/7 in the relevant field ie, Electrical Engineering. Valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations,

		Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	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
<u>ENQUIRIES</u>	:	Mr F Dladla, Tel: (034) 980 8916
<u>APPLICATIONS</u>	:	Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid 3100 Or hand deliver at 99 Landrose Street, Vryheid. Email: Jobs-KZN14@Labour.gov.za
<u>POST 14/14</u>	:	<u>SENIOR PRACTITIONER: HR OPERATIONS REF NO: HR 5/1/2/3/01</u> (12 Months Fixed Terms Contract)
<u>SALARY</u>	:	R397 116 per annum plus 37% in lieu of benefits
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification/ NQF 6 in Human Resource Management/Bcom/BA in HRM. Minimum of 2 years' functional experience in Human Resource Environment at Supervisory level. Knowledge: Compensation Fund business objectives and functions. Directorate or sub-directorate goals and performance requirements. Compensations Fund Services. Compensation Fund value chain and business processes. Relevant fund policies, procedures and processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Risk awareness. COIDA Act Regulations and policies. COIDA tariffs. Human resource planning procedure. Legislative Requirement: Public Service Act of 1994. Public Service Regulations. COIDA. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Skills: Business Writing Skills. Required technical proficiency. Data capturing. Data and records management. Telephone skills and etiquette.
<u>DUTIES</u>	:	Coordinate recruitment and selection processes in the Fund. Coordinate the advertising process in the Fund. Develop the database for filled and vacant posts in CF. Supervisor of staff
<u>ENQUIRIES</u>	:	Mr. SV Radzuma/ Ms CL Mashishi: 083 706 5863/067 927 6428
<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 Email: Jobs-CF30@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 14/15</u>	:	<u>SENIOR OHS OFFICER (RESEARCH MONITORING AND EVALUATION)</u> <u>REF NO: HR 4/4/1/005</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Provincial Office: Eastern Cape
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification at NQF6/7 in Economics/Statistics/Sociology/Psychology/Demography/ Development studies. One (1) year functional experience in Labour Market research field. One (1) year supervisory experience and/ or two (2) years functional experience. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research Skills:

		Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, creative, Data analysis, Statistical and research, Computer, Management and leadership.
<u>DUTIES</u>	:	Coordinate the provincial research processes aimed to evaluate the impact of labour legislation on different stakeholders, Provide administrative support to the Sub-Unit.
<u>ENQUIRIES</u>	:	Mr M Marala Tel: 043 701 3005
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London. For Attention: Chief Director: Provincial Operations Email: Jobs-EC6@labour.gov.za
<u>POST 14/16</u>	:	<u>OFFICE ADMINISTRATOR REF NO: HR4/4/03/05 (X1 POST)</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQFL 7) in Office Management /Information Management and Technology / Public Administration/ Business Administration/Business Management/ Public Management. One (1) years functional experience in office administrator / secretariat services. Knowledge: Departmental policies and procedures, Planning and Organising, Administration procedures, Batho Pele principles, Interpersonal relations. Skills: Facilitation skills, Interpersonal relationship skills, Computer skills, telephone etiquette, Organising skills, decision Making skills, Analytical skills, Project Management.
<u>DUTIES</u>	:	Provide a receptionist support to the Chief Director including diary management for the Chief Director. Render a secretariat service for the Office of the Chief Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Director. Facilitate and coordinate all logistical and resource requirements of the Chief Director. Provide Management information and records management services in the Chief Directorate. Track and monitor projects tasks within the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr SS Shongwe Tel: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW@LABOUR.gov.za
<u>POST 14/17</u>	:	<u>INSPECTOR REF NO: HR 4/4/4/03/01</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Labour Centre: Brakpan
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification at NQF6/7 in Labour Relations/ BCOM Law/ LLB. A valid driver's license. One (1) year functional experience in Inspection and Enforcement Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (Mainly for own), Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing, listening and observation skills.
<u>DUTIES</u>	:	Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
<u>ENQUIRIES</u>	:	Mr PT Mati Tel: (011) 744 9000
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP7@labour.gov.za For Attention: Sub-directorate: Human Resource Management, Provincial Office: Gauteng

<u>POST 14/18</u>	:	<u>PRACTITIONER: HR OPERATIONS REF: HR 4/ 4/3/02 (X2 POSTS)</u> (12 Months Fixed Terms Contract)
<u>SALARY</u>	:	R325 101 per annum plus 37% in lieu of benefits
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification/ NQF 6 in Human Resource Management/Bcom/BA in HRM. 2 years' functional experience in recruitment and selection. Knowledge: Compensation fund services. Relevant acts, policies and regulations to the business. Stakeholder and customers. Customer services (Batho Pele Principles). Risk awareness. Legislative requirements: Labour relations Act. Public service Act. PFMA and National Treasury Regulations. Public Service Regulations. POPI Act. Skills: Required technical proficiency. Communication and writing skills. Data capturing. Data and records management. Telephone skills and etiquette. Analytical thinking. Planning and organising.
<u>DUTIES</u>	:	Implement the recruitment and selection policy in the Fund. Update the database on statistics for the exits and entrants in the CF. Monitor the recruitment and selection transactions uploaded by the sub-ordinates on the system. Implement the placement of employees in the CF. Supervision of staff.
<u>ENQUIRIES</u>	:	Mr. SV Radzuma/ Ms CL Mashishi Cell: 083 706 5863 /067 927 6428
<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 Email: Jobs-CF30@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>POST 14/19</u>	:	<u>PERFORMANCE INFORMATION MANAGEMENT (PIM) OFFICER REF NO: HR4/4/10/807</u> (Re-advert, all applicants who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Provincial Office (LMIS): Western Cape
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification (NQF6) in Statistics/ Public Administration/ Public Management/ Monitoring and Evaluation; an Advance Diploma (NQF7) in Monitoring and Evaluation will be an added advantage. One-year functional experience in Data Management / Monitoring and Evaluation. Valid Driver's License. Knowledge: Labour Legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research methodology. Skills: Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, Creative, Data analysis, Statistical and research, Computer, Management and leadership.
<u>DUTIES</u>	:	Capture the Performance information data received from Branches/ Units for the compilation of the Provincial Monthly/ Quarterly reports. Compile primary analysis using graphs and tables for the performance information trend analysis provincial report. Manage the provincial resources centre/ library.
<u>ENQUIRIES</u>	:	Mr Q Bowman Tel: 021 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel (021) 4418120
<u>APPLICATIONS</u>	:	Jobs-WC4@LABOUR.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 14/20</u>	:	<u>ADMINISTRATIVE OFFICER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/10/808</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Labour Centre: Cape Town (Western Cape)
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification (NQF6/7) in Human Resource Management/ Public Management/ Administration. One-year functional experience in support services. Knowledge: Batho Pele Principles. Departmental policies, procedures and guidelines. Treasury regulations. Public Finance Management Act. Skills: Interpersonal skills. Telephone etiquette. Interviewing skills. Computer literacy. Listening skills. Communication skills.

		Ability to interpret legislation. Problem solving skills. Basic mediation skills. Analytical skills. Report writing skills. Tactical skills.
<u>DUTIES</u>	:	Render Supply Chain Management Function in a Labour Centre. Provide Finance and Office Services including fleet management within a Labour Centre. Render a Human Resource Management services at a Labour Centre. Responsible for Training and Performance management in a Labour Centre. Render general administrative work for the Labour Centre as and when required.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel (021) 441 8120
<u>APPLICATIONS</u>	:	Jobs-WC5@LABOUR.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 14/21</u>	:	<u>EMPLOYER AUDIT OFFICER REF NO: HR 4/4/10/809 (2X POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification (NQF6/7) in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. A valid driver's licence. One (1) year functional experience in Auditing. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, interviewing skills, Communication Written and Verbal, Innovative, Analytical, Research, Project Management.
<u>DUTIES</u>	:	Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitor and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.
<u>ENQUIRIES</u>	:	Mr. Q Bowman, Tel: (021) 441 8120
<u>APPLICATIONS</u>	:	Jobs-WC5@LABOUR.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 14/22</u>	:	<u>PRINCIPAL PERSONNEL OFFICER REF NO: HR 4/4/10/810</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification at (NQF6/7) in Human Resources Management. One (1) to two (2) years functional experience doing Human Resource Management Services. Knowledge: All Labour Legislations, Departmental Policies and Procedures, HR related systems, Public Service Act, Batho Pele, Public Service Regulations. Skills: Communication, Planning and organizing, Computer literacy, Presentation, Problem solving, Conflict Management, Supervisory, Time Management, Report writing.
<u>DUTIES</u>	:	Render the Recruitment and selection process, Process and approve service benefits (e.g. Leave, housing allowance, acting allowance, etc.), Provide and monitor termination of service in the Province, Monitor establishment and implementation of Human Resources policies, Monitor the payment of salaries.
<u>ENQUIRIES</u>	:	Mr. Q Bowman, Tel: (021) 441 8120
<u>APPLICATIONS</u>	:	Jobs-WC5@LABOUR.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 14/23</u>	:	<u>BCEA INSPECTOR: IES (X5 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Rustenburg -Ref No: HR4/4/03/06 (3X posts) Labour Centre: Klerksdorp -Ref No: HR4/4/03/07 (1X post) Labour Centre: Stanger-Ref No: HR4/4/5/10(1X post)
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification at NQF6/7 in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and

	procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<u>DUTIES</u>	: Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	: Mr SS Shongwe Tel: (018) 387 8100 Ms S Mkhize, Tel (032) 437 8448
<u>APPLICATIONS</u>	: 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: Labour Centre Operations: PO Box 138, Stanger, 4450 Or hand deliver at 12 Cato Street, Stanger OR Email to: Jobs- KZN25@labour.gov.za
<u>POST 14/24</u>	: <u>INSPECTOR: IES (X21 POSTS)</u>
<u>SALARY CENTRE</u>	: R269 499 per annum : Cradock Labour Centre- Ref No. HR4/4/10/01 (X1 Post) Labour Centre: Kariega- Ref No. HR4/4/10/02 (X1 Post) Labour Centre: Komani -Ref No. HR4/4/10/03 (X1 Post) Labour Centre: Mdantsane -Ref No. HR4/4/10/06 (X1 Post) Labour Centre: Estcourt – Ref HR 4/4/5/16(X1 Post) Labour Centre: Prospecton- Ref HR 4/4/5/17(X1 Post) Labour Centre: Port Shepstone- Ref HR 4/4/5/17(X1 Post) Labour Centre: Cape Town (Western Cape) -Ref No: HR4/4/10/811 (3X posts) Labour Centre: Knysna (Western Cape) -Ref No: HR4/4/10/812 (1X post) Labour Centre: Vredenburg (Western Cape) -Ref No: HR4/4/10/813 (2X posts) Labour Centre: Paarl (Western Cape) -Ref No: HR4/4/10/814 (1X posts) Labour Centre: Worcester (Western Cape) -Ref No: HR4/4/10/815 (1X post) Labour Centre: Beaufort West (Western Cape) -Ref No: HR4/4/10/816 (1X post) Labour Centre: Calvinia Ref No: HR 4/4/8/96 (X1 Post) Labour Centre: De Aar Ref No: HR 4/4/8/97 (X2 Post) Labour Centre: Postmasburg Ref No: HR 4/4/8/98 (X1 Post) Labour Centre: Kimberley Ref No: HR 4/4/8/99 (X1 Post)
<u>REQUIREMENTS</u>	: Three (3) year relevant qualification at NQF6/7 in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<u>DUTIES</u>	: Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	: Ms N Mkonto Tel No: (048) 881 3010 Ms W Koba Tel No: (041) 260 0608 Mr U Tambo Tel No: (045) 807 5400 Mr L Mduduma Tel No: (043) 761 4526 Ms J Fakazi Tel: (036) 3429369 Mr K Naidoo Tel: (031) 9139700 Mr S Biyase Tel: (039) 6822406/7 Mr Q Bowman Tel: (021) 441 8120 Ms N Litheko Tel: 053 838 1632

<u>APPLICATIONS</u>	:	<p>Eastern cape: Deputy Director: Labour Centre Operations, P.O. Box 38, Cradock 5880, Hand deliver at No.73 Frere Street Cradock,5100. <u>Email:Jobs-EC8@labour.gov.za</u></p> <p>Eastern cape: Deputy Director: Labour Centre Operations, P.O. Box 562 Kariega 6230, Hand deliver at 15A Chase Street, Kariega, 6230. <u>Email:Jobs-EC3@labour.gov.za</u></p> <p>Eastern cape: Acting Deputy Director: Labour Centre Operations, P.O. Box 323 Komani 5320, Hand deliver at 10 Robinson Road, Komani, 5320.<u>Email:Jobs-EC2@labour.gov.za</u></p> <p>Eastern cape: Deputy Director: Labour Centre Operations, Private Bag X 19, Mdantsane, 5219, Hand deliver at Mazaule Street, Mdantsane,5219. <u>Email:Jobs-EC2@labour.gov.za</u></p> <p>KwaZulu-Natal: Deputy Director: Estcourt Labour Centre, P O Box 449, Estcourt 3310 Or hand deliver to 57 Harding Street, Estcourt. Alternatively e-mail to <u>Jobs-KZN26@labour.gov.za</u></p> <p>KwaZulu-Natal: Deputy Director: Prospecton Labour Centre, P O Box 343, Umbogintwini, 4120 or hand deliver to 3 Prospecton place, Prospecton. Alternatively e-mail to <u>Jobs-KZN24@labour.gov.za</u></p> <p>KwaZulu-Natal: Deputy Director: Port Shepstone Labour, P O Box 379 Port Shepstone 4240 or hand deliver to 16 Bisset Street, Port Shepstone. Alternatively e-mail to <u>Jobs-KZN23@labour.gov.za</u> For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal</p> <p>Cape Town: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town <u>Jobs-WC6@LABOUR.gov.za</u></p> <p>Kimberley: Deputy Director: Labour Centre Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road, Calvinia, Email: <u>Jobs-NCCAL@Labour.gov.za</u>. De Aar, Email: <u>Jobs-NCDEAR@Labour.gov.za</u>. Postmasburg, Email: <u>Jobs-NCPOS@Labour.gov.za</u>. Kimberley. Email: <u>Jobs-NCKIM@Labour.gov.za</u></p>
<u>POST 14/25</u>	:	<u>CLIENT SERVICE OFFICER: IES (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Labour Centre: Vryburg- Ref No. HR4/4/03/ Ref No. HR4/4/03/07(X1 Post)
	:	Labour Centre: Lichtenburg- Ref No. HR4/4/03/08 (X1 Post)
	:	Labour Centre: Potchefstroom- Ref No. HR4/4/03/09 (X1 Post)
	:	Labour Centre: Klerksdorp- Ref No. HR4/4/03/10 (X1 Post)
	:	Labour Centre: Rustenburg-Ref No. HR4/4/03/11 (X1 Post)
	:	Labour Centre: Mogwase Ref No. HR4/4/03/12 (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12 Knowledge: Public Service Act. Public Service Regulations. All relevant Labour Legislation Regulations. Related ILO Conventions. Knowledge of the department policies, Procedure and guidelines. Customer Service (Batho Pele principles) Skills: Computer Literacy. Business Writing Skills. Listening skills. Communication. Telephone etiquette and Basic Interpersonal skills.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry within the registration services(daily). Resolve all complaints on all labour legislation received from clients within the scope and dictates of the IES SOP (Daily). Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S.S. Shongwe Tel: (018) 387 8100
	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: <u>Jobs-NW1@LABOUR.gov.za</u>
<u>POST 14/26</u>	:	<u>ADMINISTRATIVE CLERK: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum
	:	Labour Centre: Nqanqarhu -Ref No: HR4/4/1/07(X1 Post)
	:	Labour Centre: Pietermaritzburg, HR4/4/5/19(X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate Knowledge: Administrative procedures relating to an office, Filling and retrieval of documents, Ability to

	operate the fax machine and photocopier, Data capturing. Skills: Planning and Organising, Communication, Computer literacy.
<u>DUTIES</u>	: Render administrative support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.
<u>ENQUIRIES</u>	: Mr N Mvanyashe Tel 045 9321 424
<u>APPLICATIONS</u>	: Mr MSJ September Tel: (033) 541 5300
	: Deputy Director: Labour Centre Operations: PO Box 397, Nqanqarhu, 5480 or hand deliver at No1 Royal road, Nqanqarhu. For Attention: Sub-directorate: Labour Centre Operations, Port Nqanqarhu. Email:Jobs-EC6@labour.gov.za
	: Deputy Director: Pietermaritzburg Labour Centre, Private Bag x 9048, Pietermaritzburg 3200 Or hand deliver at 37 Langalibalele Street, Pietermaritzburg. For Online Application: Jobs-KZN21@labour.gov.za For Attention Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 14/27</u>	: <u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO HR4/4/5/20</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R228 321 per annum
	: Labour Centre: Pietermaritzburg
	: Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organizing.
<u>DUTIES</u>	: To provide technical advice on operational matters and render administrative support in the Labour Centre. To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and office management service to the Labour Centre Daily. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.
<u>ENQUIRIES</u>	: Mr MSJ September, Tel: (033) 541 5300
<u>APPLICATIONS</u>	: Deputy Director: Pietermaritzburg Labour Centre, Private Bag x 9048, Pietermaritzburg 3200 Or hand deliver at 37 Langalibalele Street, Pietermaritzburg. For Online Application: Jobs-KZN12@labour.gov.za
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 14/28</u>	: <u>PERSONNEL OFFICER: HR OPERATIONS REF NO: HR 5/1/2/3/ 04 (X2 POSTS)</u> (12 Months Fixed Terms Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	: R228 321 per annum plus 37% in lieu of benefits
	: Compensation Fund, Pretoria
	: Grade 12. 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. Stakeholder and customers. Customer services (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.
<u>DUTIES</u>	: Administer the filling of vacancies for the Fund. Administer HR information system. Administer recruitment and selection activities. Safe keep HR records.
<u>ENQUIRIES</u>	: Mr. SV Radzuma/ Ms CL Mashishi: 083 706 5863/067 927 6428
<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 Email: Jobs-CF30@labour.gov.za
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 14/29</u>	: <u>ADMINISTRATION CLERK: VOCATIONAL REHABILITATION REF NO: HR 5/1/2/3/10</u> (12 Months fixed terms Contract)

<u>SALARY</u>	:	R228 321 per annum plus 37% in lieu of benefits
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. No experience required. Experience in a rehabilitation or vocational environment will serve as an added advantage. Knowledge: Compensation Fund, policies, procedures, processes. Knowledge and application of relevant legislation and regulations impacting on the Orthotic & Rehabilitation Chief Directorate (COIDA). Data Gathering, Analysis and strategic Reporting. Batho Pele Principles (Customer Services). Public Service Act (PSA). Public Service Regulations (PSR). Public Service Regulations (PSR). Protection of Personal Information Act (POPIA). Legislative Requirement: None. Skills: Digital Acumen. Conflict Management. Communication. Stakeholder Management. Service Delivery Innovation.
<u>DUTIES</u>	:	Render effectiveness administration support services. Provide supply chain clerical support within the Directorate. Provide personnel administration clerical support services within the Directorate. Provide financial administration support services in the Directorate.
<u>ENQUIRIES</u>	:	Mr LK Fani, Tel: 082 886 9452
<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 Email: Jobs-CF29@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 14/30</u>	:	<u>ADMINISTRATIVE CLERK: SUPPORT SERVICES: IES REF NO: HR4/4/10/817</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Provincial Office (Western Cape)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and photocopier, Data capturing. Skills: Planning and Organizing, Computer Literacy, Communication.
<u>DUTIES</u>	:	Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel: (021) 441 8120
<u>APPLICATIONS</u>	:	Jobs-WC7@LABOUR.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>POST 14/31</u>	:	<u>PROVISIONING ADMINISTRATION CLERK REF NO: HR 4/4/8/100</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Provincial Office: Kimberley
<u>REQUIREMENTS</u>	:	Grade 12 certificate with Commercial Subjects (Business Management, Economics, and Accounting). No experience required. Knowledge: Public Service Financial Management, Supply Chain Frame work, LOGIS System Preferential Procurement Policy Frame Work, Departmental Policies and Procedures. Skills: Client Orientation and Customer Focus Computer literacy, Presentation, Analytical, Communication and Numeracy.
<u>DUTIES</u>	:	Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM policies and Treasury regulations. Procure goods and services in line with relevant prescripts in the Province. Provide inventory management support to ensure effectiveness and efficient in the Province. Render assets management support to comply with Departmental policies.
<u>ENQUIRIES</u>	:	Ms M Mogongoa Tel: (053) 838 1500
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 5012, KIMBERLEY, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za

<u>POST 14/32</u>	:	<u>SECURITY OFFICER: MANAGEMENT AND SUPPORT SERVICES (X2 POSTS)</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Labour Centre: Cape Town (Western Cape)-Ref No. HR4/4/10/818
	:	Labour: Centre: Durban (KZN)-Ref No. HR4/4/5/11
<u>REQUIREMENTS</u>	:	Grade 12 / Senior Certificate and Grade C Security Certificate. Twelve (12) months security experience. Knowledge: Access to Public premises and vehicles Act, Evacuation procedures, Minimum Information Security Standards, Private Security Industry Regulatory Authority Procedures, Batho Pele Principles, Public Service Regulations Act, Departmental Policies and Procedures. Skills: Verbal and written communication, Interpersonal Relations, Problem solving, Listening, Computer literacy, Planning and organizing, Analytical.
<u>DUTIES</u>	:	Control access in and out if the Labour Centre and a provincial Office (Daily), Secure the flow of information and assets within the Labour Centre and a Provincial Office (Daily), Conduct security patrols of the building and offices to ensure safety of employees and clients (Daily), Conduct internal investigations and enforce security rules and regulations (Daily).
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel: (021) 4418120 Mr S Mchunu Tel: (031) 336 1500
<u>APPLICATIONS</u>	:	Jobs-WC@LABOUR.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban. For Online Applications Email to: Jobs-KZN10@Labour.gov.za
<u>POST 14/33</u>	:	<u>OFFICE AID: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/10/819</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Labour Centre: Cape Town
<u>REQUIREMENTS</u>	:	Standard 8/Grade 10. (0) Zero experience. Knowledge: Cleaning Practices, Catering, Office Practices Skills: Interpersonal relations, Verbal, Communication, Listening.
<u>DUTIES</u>	:	Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel: (021) 4418120
<u>APPLICATIONS</u>	:	Jobs-WC@LABOUR.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to No 63 Strand Street, Cape Town, or email to: Recruitmentcoastal@dffe.gov.za
- CLOSING DATE** : 19 May 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.

OTHER POSTS

- POST 14/34** : **ENVIRONMENTAL OFFICER CONTROL GRADE A: MPA'S (OC06/2025)**
- SALARY** : R612 480 per anum
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate 4-year honours' Degree (NQF 8) in Natural or Environmental Management/Sciences or equivalent qualification plus 6 years post qualification experience in related field. Knowledge and working experience of the following: relevant and applicable policy development and implementation, and legislation (e.g. NPAES, Biodiversity Act, Protected Areas Act, Marine Living Resource Act, etc.); and MPA management issues: Purpose and functioning of MPAs; Co-management approaches; Socio-economic issues around MPAs and Natural Resource Management; Biodiversity Conservation Planning principles and application; methods of assessing sites for MPAs; Compliance and Enforcement measures. Project management and strategic planning. Public Service and Departmental Procedures and Prescripts. Good communication and interpersonal relations skills. Computer skills. Leadership

and conflict management. Knowledge of public finance management, procurement procedures and budget management (PFMA, NT Regulations, etc.). Ability to gather, analyse and synthesise information. Ability to work individually and in team. Ability to work under pressure and with difficult persons. The candidate must have a valid driver's license (Code B) and be willing and able to travel extensively.

DUTIES

: Design and expand the MPA network to represent bioregions, including deep water and high sea areas. Participate and influence the conservation planning processes. Facilitate the declaration process of the Marine Protected Area and establishment of OECMs network. Develop, implement relevant policies and legislation regarding MPAs and OECMs and coordinate the implementation of the National Biodiversity Strategies and Action Plans (NBSAPS). Prepare implementation reports in line with the National Biodiversity Monitoring Framework. Development and monitor the implementation of contracts (MoAs, SLAs, MoUs, etc.). Operationalise management arrangements for Marine Protected Areas and OECMs. Develop and monitor the implementation of the workplans. Prepare necessary administration and SCMs processes to enable the MPA management authorities to effectively manage MPAs on behalf of the Department. Review and implement international targets relating to marine conservation areas. Develop, implement and review of national strategies in line with national, regional and international obligations. Facilitate the development and effective implementation of MPA management plans. Facilitate and conduct the management effectiveness tracking tool (METT) for MPAs. Establish and strengthen public private partnerships to advance the implementation of conservation obligations. Establish stakeholder engagement platforms to foster effective participation in conservation and decision-making. Lead stakeholder consultation on potential expansion areas for conservation purposes.

ENQUIRIES

: Mr M Dopolo; Tel 0214937038

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 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. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. People with disabilities will be given preference regardless of Race or Gender.

<u>APPLICATIONS</u>	:	The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria, or to the email address provided.
<u>FOR ATTENTION</u>	:	Ms P Kgopyane
<u>CLOSING DATE</u>	:	16 May 2025
<u>NOTE</u>	:	Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. 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. Correspondence will be limited to short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

OTHER POSTS

<u>POST 14/35</u>	:	<u>ADMINISTRATION OFFICER: BIDS ADMINISTRATION REF NO: 3/1/5/1-25/08</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Public Management / Administration / Logistics Management / Public Finance and Accounting / Purchasing Management or equivalent related qualification as recognised by SAQA. The candidate must have at least one (1) year relevant experience in Supply Chain Management. Sound knowledge of supply chain management legislation and related prescripts such as Public Finance 16

Management Act, PPPFA and Regulations, Contract Administration and Supply Chain Management Guidelines. Skills: Advanced computer literacy skills in the MS Office suite (Word, Excel, PowerPoint, etc.), Customer and client focused, excellent communication skills, both verbal and written. Self-driven and good organizational, Supervisory. The applicant should be able to work independently and have innovative thinking, flexibility and willingness to adjust to changes in the work environment and ability to work under pressure and willingness to work irregular hours.

DUTIES

: The successful candidate will be responsible to advise clients with respect to Media Buying/ ToR /Specifications / Deviations, ensure tracking of media buying requests and spend, ensure that client's funds are available in the GCIS suspense account, continuously lead capacity building presentations to internal clients on media buying and other bid related matters. Ensure that all transactions relating to bids, RFQ's, deviations, 3G's as well as media buying are compliant to the relevant policies and legislation. Ensure that a scientific process of identifying the target market and selecting appropriate mode of media for various campaigns is in place. Ensure that all Specifications / Terms of Reference Committee, Evaluation Committee and Bid Adjudication Committee Meetings run smoothly. Ensure the compilation of minutes for the Committee meetings indicated above and submit to the relevant official and the compilation of memos for DG's approval. Regularly update the database of RFQ / Bid schedules / Deviations / 3G's. Provide administrative support in the bid / formal quotation process as well as deviations. Supervise correct filing of all documents relating to bids/contracts/ 3G's. Administration of contracts relating to RFQ's/Bids/Transversal contracts including the monitoring and maintenance of RFQ's/Bids/Operating leases and 3G schedules for disclosure purposes. Consolidation of the procurement plan for the department, monitoring of the implementation as well as reporting to National Treasury. Attending to Enquiries, compiling of submissions / reports. Manage staff Please detail courses passed in the CV as per the academic transcript.

ENQUIRIES APPLICATIONS

: Mr Namane Mahlaba Tel No: (012) 473 0093
: May be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za

NOTE

: In line with the Directive on the Professionalisation of Human Resource Management and Development in the Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the technical and generic requirements of the post.

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible for people with disabilities and reasonable accommodation is provided for persons with disabilities.

<u>APPLICATIONS</u>	:	Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. Please register or if you are already registered, sign in and apply for this position on the <u>GTAC eRecruitment website</u> https://erecruitment.gtac.gov.za/erecruitment/
<u>CLOSING DATE</u>	:	13 May 2025 at 12h00.
<u>NOTE</u>	:	Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. Female candidates are encouraged to apply. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme .

MANAGEMENT ECHELON

<u>POST 14/36</u>	:	<u>DIRECTOR: INSTITUTIONAL DEVELOPMENT SUPPORT REF NO: G02/2025</u> Term: Permanent
<u>SALARY</u>	:	R1 216 824 - R1 433 355. per annum (Level 13). all-inclusive package
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A degree (NQF level 7 qualification) in public administration or business administration, project management and/or governance or another related field. Postgraduate degree (NQF level 8 qualification) in Social/Economic Sciences or Governance/ Management or equivalent would be advantageous. At least 5 years at Middle/Senior Management level. A minimum of 8 years' experience in public sector programme and/or project management. Competencies Required: Concern for Quality and Order: Desire to see things done logically, clearly and well, which takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Client Service Orientation: Client service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele principle. The term clients" refers to both internal and external clients. Effective Communication: Ability to transmit and receive information clearly and communicate effectively with others by considering their points of view in order to respond appropriately. This involves listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Team Participation: Working co-operatively with others, as opposed to working separately or competitively. Project Management: Knowledge of project

management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring and reporting on project impact, costs, work, and contractor performance. Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Project Governance: Knowledge of project risk management analysis and risk controls design and conducting of due diligence exercises and project audits. Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision. Problem Solving and Analysis: The ability to analyse and understand a situation, issue or problem and create timely and well-developed solutions by systematically applying deconstruction, tracing, organising, and comparison techniques to all parts and features of a problem, identifying sequences and causal or if/then relationships, setting priorities and examining alternatives, risks, and consequences. People Development and Management: Knowledge of mobilising people to work toward a shared purpose in the best interests of the department, the people comprising it and the people it serves. It involves attracting, supporting developing and retaining a talented and diverse workforce. Demonstrating concern for individual differences and employee morale and fostering employee development through responsible sharing, learning and training opportunities. Resources Planning: Organizing work, setting priorities, and determining resource requirements; short- or long-term goals and strategies to achieve them; coordinating with other organisations or parts of the organisation to accomplish goals; monitoring progress and evaluating outcomes.

DUTIES

: To ensure the effective and efficient management of the IDS operations, governance, and project monitoring and reporting, and effective and efficient provision of project implementation support. IDS strategic and operational management: Manage the preparation of IDS inputs for the strategic and operational planning processes, including the GTAC strategic plan and IDS annual performance plan, operational plan, and performance indicators. Manage the preparation and provision of IDS information and documents for strategic and operational meetings, attend/chair meetings as required and implement decisions where required. Manage and contribute to the IDS budgeting and financial reporting processes and documents, including MTEF, operational plan, annual drawings schedule, and adjustments reports. Assess and revise the IDS standard operating procedures and business processes as required. Monitor and coordinate IDS systems use and licence agreements, and enhancements to functionality. Manage the preparation and updating of the IDS risk register and risk reports. Provide project information and documents for compliance checking and auditing purposes. IDS business services and products development and client relationship management: Assist IDS Chief Director with responses to client queries. Manage the implementation of client surveys. Contribute to the development of IDS service offerings and quality assurance framework. Contribute to the development of IDS knowledge products and submission of information for GTAC webinars and publishing on the GTAC website. IDS projects governance management and implementation support: Contribute to and coordinate the establishment and maintenance of the projects governance framework, systems, and controls, and monitor implementation across all project cycle stages including planning, implementation and post evaluation. Manage the IDS project decision process, including attending introductory scoping appointment with the client, review of project concept notes, and completion of IDS project decision forms. Manage the preparation and finalisation of the project governance documents including client memoranda of agreements, project charters, and service provider terms of reference. Manage the administration of project agreement documentation

including registration of projects on the GTAC master project register, capturing of project details and uploading of project charters and client MoAs. Oversee and monitor the initiation of projects including induction of service providers on IDS processes and practices regarding project management, client relationship management, and project work reporting and invoicing. Manage the compliance checking, quality assurance and administration, including filing and archiving, of project documentation. Manage the administration of project extensions / amendments, including contract-related motivations and memos, project terms of reference, and proposed discrete project budget adjustments. Manage the IDS project closure processes, including the review and verification of project close-out reports and verification of project deliverables. IDS project resources and costs recovery management: Manage IDS projects team allocation processes and issuing Instructions to Perform Work and statements of work. Manage the development of procurement plans and liaise with the Professional Services Procurement unit on the initiation of procurement processes. Manage service provider contract files and engagement processes. Oversee the checking, verification and quality assurance of service provider invoices and submission for approval. Oversee project cost recovery and client invoicing processes. IDS Monitoring and Reporting: Manage the production, generation and distribution of IDS management and project reports including Minister's reports, APP progress reports, annual reports and narrative on projects achievements, project progress and status reports. Monitor the submission of project progress reports, and assist with the review and resolution of project-related issues.

ENQUIRIES : HR Enquiries: Kaizer Malakoane 066 250 7072
/kaizer.malakoane@gtac.gov.za

OTHER POSTS

POST 14/37 : **DEPUTY DIRECTOR: MFIP KNOWLEDGE AND INFORMATION MANAGEMENT REF NO: G03/2025**

Term: Date of Assumption of Duty till 30 June 2026 Fixed-Term Contract

SALARY : R1 059 105.per annum (Level 12) all-inclusive package PSR 44 will apply to candidates appointed in the Salary Level

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's degree (NQF Level 7) in Knowledge Management, information system or equivalent qualification and/or related field. Preference will be given to candidates who have an (NQF Level 7) in ICT. Specialisation in the development and deployment of systems, programming, technology-based learning and information-sharing platforms/solutions. A minimum of 6 – 8 years' experience in ICT, knowledge management or related field, at least 2-3 of which at middle management level. Experience in the public service is an added advantage. Competencies Required: Concern for Quality and Order: Desire to see things done logically, clearly and well, it takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele principle The term "clients" refers to both internal and external clients. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). Legislative Knowledge: Deep knowledge of the Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, and Property Rates Act and related reforms and Treasury regulations pertaining to public finance budgeting, revenue management, asset management and supply chain management, and

constitutional provisions on support, interventions, and capacity building. Government Knowledge: Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework. Financial Management: Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management. Networking and Influencing: Establishes, maintains, and utilizes a relevant network of contacts in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. Problem Solving and Analysis: The ability to analyse and understand a situation, issue or problem and create timely and well-developed solutions by systematically applying deconstruction, tracing, organising, and comparison techniques to all parts and features of a problem, identifying sequences and causal or if/then relationships, setting priorities and examining alternatives, risks, and consequences. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating, and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Resources Planning: Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change, and then checking back to determine the effect of your efforts. The standard maybe one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Knowledge and Information Management: The ability to gather, prepare, house and share the organisationally relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Policy Management: Knowledge of public finance policies and the related legislation and regulations, and legislative processes. Includes the ability to monitor legislation that is of interest to Treasury and use a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations.

DUTIES

: To support the MFIP technical support programme within the Knowledge Management (KM) unit of the MFIP. The overall purpose of the unit is to ensure three outcomes: Technology Enablement, Knowledge and Content Management, and Innovation and Grand Challenges. This position will focus on Technology Enablement with related duties for Knowledge and Content Management Knowledge Management: Administer and maintain the programme Knowledge Management artifact register, Facilitate and coordinate the Knowledge Management collection phase. Facilitate the Knowledge Management engagement phase. Facilitate and coordinate peer-review processes. MFIP stakeholder and client relationships and advice: Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required. Assist with engagements with stakeholders, clients, and industry role players and provide inputs on municipal finance management policy and practices as required. Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle. MFIP reviews, research and knowledge management: Assist with the design and establishment of the MFIP knowledge management databases and filing system. Assist with the management of

knowledge and learnings resulting from the implementation of the MFIP programme: capturing and analysing lessons learnt, producing reports, submitting information for publishing on the GTAC website, implementing lessons learnt into service practices. ICT Governance Management: Assist with the establishment and maintenance of the MFIP ICT governance framework including: ICT policies, procedures and classification systems, ICT service delivery practices, ICT Minimum Interoperability Standards (MIDS), ICT risk mitigation strategies and controls, ICT disaster recovery plans and processes, ICT internal controls and registers for access, security and management. Assist with the implementation, compliance and relevance of ICT policies and procedures including: Developing and circulating guidelines, materials and posters, where relevant, and lodging all documents on the GTAC policy management system, organizing and facilitating capacity-building workshops for all staff on rights and responsibilities, providing support to line management on ICT processes and services, monitoring and addressing issues of non-compliance to the policies, conducting periodic reviews of policies in line with changes to legislation, collective agreements and organizational environment changes, organizing and supporting ICT audits and implementing findings. Manage the continuous improvements of GTAC ICT processes including: Conducting research on latest ICT trends and compiling reports, attending DPSA workshops with regards to ICT to ensure that all legislative and regulatory frameworks are updated, building an interdepartmental network group for reference and benchmarking. Systems Analysis and Design: Liaise with business analysts, end-users and/or vendors to obtain requirements for new systems or system enhancements. Receive business requirements and conduct technical impact analysis to understand the impact of the required process change and decide on the scope of the project and how it will be delivered. Translate the business requirement into technical designs considering the target environment, existing systems and potential risk and security-related aspects. Investigate and model business functions, processes, and information flows and data structures using methodical and consistent techniques. User Acceptance Testing (UAT): Conduct unit testing of the written code to ensure that it fulfills the requirements as set out in the business functional requirements specifications. Review program code to improve system performance. Uploading of the support plans from various streams within MFIP. User Technical Support & Query Management: Obtain diagnostic data to assist in the investigation and resolution of problems on systems. Match unresolved incidents against existing problems, known errors and other incidents. Support the business during user acceptance testing by resolving any queries and defects to ensure delivery of a system that meets business requirements. Attend to queries on the uploading or amendment of support plans. Ensure that incidents and problems in systems and services are fully recorded and documents. Keep the relevant stakeholders informed of the status of systems and services. Review, to the extent possible, changes in code and the environment that will affect system performance

ENQUIRIES

: HR enquiries: Kaizer Malakoane 066 250 7072
[/kaizer.malakoane@gtac.gov.za](mailto:kaizer.malakoane@gtac.gov.za)

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>CLOSING DATE</u>	:	16 May 2025
<u>NOTE</u>	:	<p>A Skilled And Capable Workforce For An Inclusive Growth "The Full Details For The Adverts Can Be Accessed On DHET Website At www.dhet.gov.za or https://www.dhet.gov.za/Sitepages/Careers.aspx And Will Be Placed On The DPSA Circular Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all NSF posts".</p>

MANAGEMENT ECHELON

<u>POST 14/38</u>	:	<p><u>CHIEF DIRECTOR: SKILLS DEVELOPMENT IMPLEMENTATION REF NO: NSF01/04/2025</u> Branch: Skills Development Component: National Skills Fund Chief Directorate: Skills Development Implementation (This post is being re-advertised and candidates who previously applied may re-apply)</p>
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), (All-Inclusive Remuneration Package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<p>An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Education Training and Development/Project Management/ Business Administration/ Management and/ or related qualification. A relevant postgraduate qualification will serve as an added advantage. A minimum of ten (10) years of relevant work experience with at least five (5) years at the senior management level in managing projects or programmes on a national scale in the private or public sector. This senior management position in a core functional area requires a dynamic individual with proven strategic management, leadership, and people management capabilities to lead eight directorates. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to excellent project and programme management, technical proficiency, monitoring and evaluation, problem solving and analysis, report writing,</p>

preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client-oriented, customer focused and be able to perform in a team environment. Good knowledge of the Post- School Education and Training system will be an added advantage. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally and be committed to meeting deadlines within tight time- frames. A willingness to work irregular hours. A valid driver's license.

DUTIES

: Head the NSF's core function area of skills development implementation consisting of eight directorates; with an estimated staff compliments of +- 70 permanent employees and +- 40 interns; which some will also be located in the regions across the country; To oversee and provide strategic direction to the initiation, monitoring and evaluation of skills development implementation initiatives funded by the NSF. Programme management: Oversee the development and management of a programme management framework for the standardised coordination and management of programmes. Oversee project alignment to their assigned programmes. Oversee the development and implementation of a standardised project management approach and methodology. Oversee the establishment and utilisation of a standard reporting framework and regular reporting is conducted on projects. Oversee the management and monitoring of project activities through quality management and detailed plans and schedules. Initiation and evaluation of projects funded by the NSF: Oversee activities related to the initiation and evaluation of projects and programmes. Oversee the review of operational policy for projects and programmes. Oversee the development and management of the Grants Disbursement Framework. Oversee the engagement of the Evaluation and Adjudication Committees. Regional monitoring of projects funded by the NSF: Oversee activities related to the monitoring of projects. Oversee the effective development and utilisation of monitoring frameworks for projects and programmes. Oversee project performance reporting. Oversee the financial management and performance of projects and programmes. Implementation of strategic business plans: Oversee the allocation of new projects to the Directors in the Skills Development Implementation Chief Directorate to ensure the projects meet the strategic objectives of the NSF. Oversee the effective management of dependencies and interdependencies between existing and proposed projects and programmes by Directors within Chief Directorate. Oversee the effective management of duplications across projects and programmes within Directorates and provision of advice on these. Oversee prioritisation of projects and programmes in line with the broader strategy and objectives of the NSF. Oversee the achievement of strategic objectives and operational excellence of the Chief Directorate. Stakeholder engagement and reporting: Oversee and engage internal and external stakeholders relevant to initiation and evaluation of projects and programmes. Oversight of reports received from Heads regarding Skills Development Initiatives of the NSF and the PSET sector. Develop consolidated reports for the Chief Directorate and provide key insights to the internal and external stakeholders. Manage the resources of the Chief Directorate: Develop the operational plan for the Chief Directorate and oversee its implementation. Lead budgetary planning for the Chief Directorate and account for allocated budget. Oversee adherence to policy and statutory directives relevant to the post school education sector. Oversee the execution of the operational plan for the Chief Directorate, including a budget, performance targets, and measurement metrics and reporting. Oversee the provision of adequate capacity within the Chief Directorate to achieve its objectives. Oversee the management of the performance of employees in accordance with policy. Oversee the provision of necessary information and resources for employees to deliver on the objectives and targets of the Chief Directorate. Lead and motivate employees to create a culture of high performance. Oversee the management of employee-related matters within the Chief Directorate. Participate as an active member of the NSF Executive team and Chief Directorate management team: Operate within delegated authorisation. Always adhere to the values of the NSF. Develop consolidated reports for the Chief Directorate and provide key insights to the NSF Executive team. Actively participate in executive and Chief Directorate meetings. Positively support the implementation of all Executive and Chief Directorate management decisions. Actively participate in internal and external forums and committees.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki
012 943 3161/ Mr T Thabane

POST 14/39 : **DIRECTOR: FUND MANAGEMENT (REF NO: NSF02/04/2025)**
Branch: Skills Development
Component: National Skills Fund
Directorate: Fund Management
(This post is being re-advertised and candidates who previously applied may re-apply)

SALARY : R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Financial Management/Accounting or related qualification. A relevant post-graduate qualification will be an added advantage. A minimum of five (5) to ten (10) years' work experience with five (5) years' experience at middle/senior management level in a finance or accounting environment. Candidates with a CA (SA) qualification will have a distinct advantage. Candidates that have experience in fundraising, managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. A good understanding of the post-school education and training system will also be an added advantage. This senior management position in a core functional area requires a dynamic individual with proven management, leadership, and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders, both local and international. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management, negotiation, attention to detail. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively, travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight timeframes. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES : Responsible for fundraising and stakeholder management. Manage the commitment schedule of NSF-funded programmes and projects. Provide financial oversight of NSF-funded programmes and projects. Responsible for providing financial control of NSF-funded programmes and projects, especially with regard to budgeting, contracting and disbursements. Providing financial advice and support in fulfilling the financial business partner role to the NSF-funded programmes and projects. Ensuring that NSF-funded programmes and projects report timely and accurately. Perform cost benchmarking on skills development initiatives to attain value for money. Maintain cash flow forecasts on NSF-funded programmes and projects; Perform financial reporting on NSF-funded programmes and projects; Provide financial advice. Perform expenditure verification and performance information verification related to projects within the project portfolio. Manage stakeholders for a portfolio of projects. Manage staff reporting to him/her. Provide feedback and advice regarding skills development activities. Participate as an active member of the regional

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki
012 943 3161/ Mr T Thabane

POST 14/40 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF NO: NSF03/04/2025)**
Branch: Skills Development
Component: National Skills Fund
Directorate: Supply Chain Management
(This post is being re-advertised and candidates who previously applied may re-apply)

SALARY : R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Supply Chain Management/Logistics Management or related qualification. A relevant post-graduate qualification will be an added advantage. A minimum of five (5)

to ten (10) years' work experience with five (5) years' experience at middle/senior management level in supply chain management/ Logistics Management environment. This is a senior management position that requires a dynamic hardworking individual with strong leadership and people management skills to manage the directorate of +- 20 employees. Further skills and competency requirements relate to strategic capability, problem-solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people empowerment. The incumbent must be service delivery orientated, customer-focused, maintain high integrity and be able to perform in a team environment. Good knowledge of supply chain management and procurement, financial legislation, and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.

DUTIES

: To lead and direct the Supply Chain Management directorate in line with its approved plan and budget. Procurement: Formulate, agree upon, and maintain an appropriate Service Level Management structure for the organisation to include service level agreement's structure. Operational level agreements within the provider organisation. Third-party supplier or contract management relationships to the service level management process. Developing service improvement plans or programmes within the service level management process. Negotiating, agreeing and maintaining the operational level agreements with the third-party service provider. Oversee the creation and development of policies and procedures related to procurement. Supply monitoring: Organise and maintain the regular service level review process with service providers which covers: Reviewing the current performance, Reviewing service levels and targets. Reviewing underpinning agreements and operational level agreements as necessary, agreeing on appropriate actions to maintain or improve service levels. Developing an effective supplier performance management system. Defining key suppliers in the supply database, Ensuring the effective implementation of supply chain management legislation, policies, procedures, and regulations. Reporting and Monitoring: Determine if principles have been consistently observed, and compare monthly, quarterly, and annual performance. Draft and submit annual, quarterly, and monthly reports and reports required. Logistics management: Establish or monitor specific supply chain-based performance measurement systems. Oversee the creation and maintenance of policies or procedures for logistics activities. Manage the resources of the Sub-directorate: Develop the operational plan for the Sub-directorate and ensure its implementation. Conduct budgetary planning for the Sub-directorate and account for the allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Sub-directorate. Monitor the execution of the operational plan for the Sub-directorate including the budget, performance target, and measurement metrics and reporting. Ensure sufficient capacity to achieve the objectives of the Sub-directorate. Manage the performance of employees in accordance with PMDS policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the targets of the Sub-directorate. Motivate team members and create a culture of high performance. Manage employees related matters within the Sub-directorate.

ENQUIRIES

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/41

: **DIRECTOR: FINANCIAL PLANNING AND REPORTING (REF NO: NSF04/04/2025)**
Branch: Skills Development
Component: National Skills Fund
(This post is being re-advertised and candidates who previously applied may re-apply)

SALARY CENTRE REQUIREMENTS

: R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)
: Pretoria
: An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Financial Management/ Accounting or related qualification. A minimum of five (5) to ten (10) years' work experience in financial management, accounting, or auditing in the private or public sector with five (5) years' experience at

middle/senior management level. Candidates with a CA (SA) qualification will have a distinct advantage. This is a senior management position that requires a dynamic, hardworking individual with strong leadership and people management skills to manage the directorate. Core Competencies: Good interpersonal, strategic leadership, Project Management, People Management and Empowerment, Financial Management and Change Management. Excellent problem-solving and analytical skills, technical proficiency, quality management and communication management. The incumbent must be service delivery orientated, customer-focused, maintain high integrity and be able to perform in a team environment. Good knowledge of the financial frameworks, financial legislation, and prescripts applicable to the public sector will be an added advantage. Highly committed individual to ensure deadlines are met. Good computer skills and presentation skills. Willingness to travel, work irregular hours and travel extensively. A valid driver's license.

DUTIES

: The main purpose of the job is to manage the financial planning, budgeting, financial reporting and payment functions of the NSF. Planning and Budgeting: Forecast the sector's financial conditions in order to inform the Fund's financial stability. Design the strategic financial plan for all departments. Design and provide input into the Annual Performance Plan (APP). Manage the MTEF budgeting process. Provide input into the Medium-Term Expenditure (MTEF). Define the financial operating framework. Oversee the allocation and distribution of NSF budget. Oversee the audit processes. Oversee the ongoing management of the NSF's cash flow. Investments: Manage the SLA with Public Investment Corporation (PIC). Manage the NSF relationship with commercial banks. Develop and maintain the investment strategy of the NSF. Allocate the returns on investment budgets. Reallocate the returns on investments and refunds of disbursed funds. Reporting and manage the NSF's relationship with the Auditor-General of South Africa and the National Treasury. Report accounting and financial information accurately and timeously and in line with the legislative reporting standards. Manage the monthly and annual financial closure activities. Manage all financial operations that relate to the monitoring and controlling of the flow of money through the enterprise, as revenues and expenses and assets and liabilities. Ensure that all transactions are captured/allocated correctly and are up to date. Maintain and balance general ledger and subsidiary accounts. Analyse and report on the variances of the actual's vs the commitment schedule. Provide input into the development and upgrades of the financial and reporting system and processes. Perform and manage the monthly, quarterly, annual and ad-hoc financial reporting functions (both internal management reporting and external reporting). Distribute monthly, quarterly and annual reports to management and other stakeholders. Oversee reporting on the NSF commitment schedule. Manage the resources of the Sub-directorate. Participate as an active member of the Directorate management team: Operate within delegated authorisation. Adhere at all times to the values of the NSF.

ENQUIRIES

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/42

: **DIRECTOR: SECURITY AND FACILITIES MANAGEMENT (REF NO: NSF05/04/2025)**
Branch: Skills Development
Component: National Skills Fund

SALARY CENTRE REQUIREMENTS

: R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)
: Pretoria
: An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) in Security Management/ Property Management/Project Management/ Operations Management/ Risk Management/ Police Management or related qualification. A minimum of five (5) to ten (10) years' work experience in Security and Facilities Management and with five (5) years' experience at middle/senior management level. Knowledge of Public Service and NSF mandates and strategies. Knowledge of property principles and accommodation. Knowledge of controlling institutions protocols (SAPS/NIA/COMSEC) and State Security Agency. Knowledge of investigations. Knowledge of the Minimum Information Security Standard (MISS). Knowledge of office space and contract management. Knowledge of Protection of information act. Knowledge of criminal procedure act. Knowledge of legislation intelligence act. Legislative Knowledge and Prescripts, e.g. Skills Development Act, Skills Development

		Levies Act, Public Service Act, PFMA and National Treasury Regulations. Willingness to travel and a valid driver's license.
<u>DUTIES</u>	:	Manage and develop NSF security policy development, maintain and upgrade the internal security policy according to the MISS document; MPSS and related government policies on Security Management. Develop and implement Facilities Management Improvement Programme in line with the operational requirements of the NSF and review stakeholders service Level Agreements continuously to improve internal and external relationships with stakeholders. Develop and maintain security awareness and skills training capacity for all official within NSF. Identify all security risks and threats to the security of the NSF, as well as vulnerabilities within NSF 's capacity to counter these threats and risks. Develop, implement and monitor Occupational Health and Safety (OHS) Policy in all premises of NSF and act as a project manager with the implementation of security measures at the private at the private residence of the Minister. Implement an improved problem resolution mechanism with Facilities Management environment to timeously address concerns. Manage Personnel Security Vetting, Clearance and suitability and physical security and access control component and contractors. Contract Management: Oversee the contract management portfolio and implement clear guidelines and specification for execution. Liaise, coordinate, and cooperate with, ensure compliance with security directives issued by and report to controlling Institution (NIA/SAPS/COMSEC). Develop guidelines contract management process utilization and facilitate awareness workshop in the organization and accommodation and space planning: Plan the allocation of accommodation utilization and monitor the compliance pertaining building requirement. Manage service providers appointed to provide security services and contractors.
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/43</u>	:	<u>DIRECTOR: SKILLS DEVELOPMENT IMPLEMENTATION MONITORING: LIMPOPO AND MPUMALANGA REGION (REF NO: NSF06/04/2025)</u> Branch: Skills Development Chief Directorate: National Skills Fund
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)
	:	Pretoria
	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Management/Administration and Project Management or related qualification. A relevant postgraduate qualification would be a distinct advantage. A minimum of five (5) to ten (10) years' work experience in project management with five (5) years' experience at middle/senior management level. Valid driver's license. Skills: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, management, budget and financial management skills. Time Management, Planning and Organizing, Ability to act with discretion, problem solving, creative thinking, decision making, technical proficiency and leadership skills.
<u>DUTIES</u>	:	Manage and support business intelligence reporting consolidating of organisational requirements for business intelligence reporting. Ensure good practice regarding business reporting. Support stakeholders with handling, processing or receiving reports. Manage the collection and interpretation of data from various internal and external sources, data analysis and report compilation. Manage business intelligence and organization report development. Manage organisational performance metrics. Work closely with financial and business analysts, integrate competitive reporting and maintain the business data of the NSF. Manage resources of the Directorate, manage the performance of employees in accordance with policy. Participate as an active member of the Directorate team.
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/44</u>	:	<u>DIRECTOR: SKILLS DEVELOPMENT IMPLEMENTATION MONITORING: KWAZULU-NATAL REGION (REF NO: NSF07/04/2025)</u> Branch: Skills Development Chief Directorate: National Skills Fund
<u>SALARY CENTRE</u>	:	R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)
	:	Pretoria

<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Management/Administration and Project Management or related qualification. A relevant postgraduate qualification would be a distinct advantage. A minimum of five (5) to ten (10) years' work experience in project management with five (5) years' experience at middle/senior management level. Valid driver's license. SKILLS: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, management, budget and financial management skills. Time Management, Planning and Organizing, Ability to act with discretion, problem solving, creative thinking, decision making, technical proficiency and leadership skills.
<u>DUTIES</u>	:	Programme management and implementation-Collaboratively contribute to the development of project management framework for the standardised coordination and management of projects and programmes in the region. Oversee the effective implementation of the project management framework for projects and programmes in the region. Direct monitoring of the operational performance and funding of projects and programmes in the region. Oversee the allocation of new projects to the Deputy Director: Regional skills Development Monitoring to ensure the projects meet the strategic objectives of the NSF. Oversee the effective management of dependencies and interdependencies between existing and proposed projects and programmes in the region. Oversee the effective management of duplications across projects and programmes in the region and provision of advice on these. Oversee the ongoing training of project service providers in the region using the training material developed by Director: Programme Monitoring. Oversee the development and management of a site Visit schedule for projects and programmes in the region. Oversee the management of change requests related to projects and programmes in the region. Oversee the management of change requests related to the (GTEC)Evaluation Committee and GAC for the region. Oversee the consolidation and submission of relevant reports for projects and programmes in the region and submit to Director: Programme Monitoring for inclusion in Programme reports. Regional monitoring of projects and programmes-Oversee activities related to the monitoring of projects and programmes in the region. Oversee project performance reporting. Oversee effective financial management and performance of projects and programmes in the region. Oversee the consolidation of relevant information for projects and programmes in the region and the development of a regional monitoring report. Ensure that all documents related projects and programmes in the region are submitted for knowledge management purposes. Oversee the consolidation of lessons learned for each project in the region. Manage the regional stakeholders-Manage, engage and build relationships with external stakeholders in the region that the projects implemented in the region. Engage the Director: Programme monitoring on projects implemented in the region. Maintain positive working relationships with project service providers and other regional stakeholders. Manage stakeholder's issues and complaints. Manage the resources of the region. Develop the skills development implementation. Direct budgetary planning for the region and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the post school education sector. Ensure the execution of the skills development implementation plan for the region, including budget, performance targets, measurements metrics and reporting. Ensure the provision of adequate capacity within the region to achieve its objectives. Ensure the management of performance of employees in accordance with policy. Ensure the provision of necessary information and resources to employees to deliver on the objectives and targets of the region. motivate employees to create a culture of high performance. Ensure the management of employees related matters within the region. Participate as an active member of the Directorate management team
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/45</u>	:	<u>DIRECTOR PROGRAMME MONITORING (REF NO: NSF08/04/2025)</u>
	:	Directorate: Programme Monitoring
	:	Chief Directorate: Skills Development Implementation
	:	Branch: Skills Development
	:	Component: National Skills Fund
<u>SALARY CENTRE</u>	:	R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)
	:	Pretoria

REQUIREMENTS

: An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) in Public Management/Administration and Project Management or related qualification. A minimum of five (5) to ten (10) years' work experience with five (5) years' experience at middle/senior management level. Experience in managing projects or programmes at a national scale. Public Service and NSF mandates and strategies, Knowledge of the education system and pedagogy, Post school education framework, Government wide legislation, Legislative Knowledge and Prescripts, e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, General knowledge of Public Service Regulations, NSF business strategies and goals, NSF Services, NSF business processes and value chain, NSF policies, procedures and regulations. Customer Service, NSF values, NSF goals and performance requirements, Monitoring and evaluation frameworks including the government wide monitoring and evaluation system, Programme performance management framework, corporate governance principles (king ii and king iii). A valid driver's license Skills: Strategic capability and leadership, Project and programme management, Budgeting and financial management, change management, People management and empowerment, Service Delivery Innovation (SDI), Problem solving and analysis, Knowledge management, Client orientation and customer focus, Communication, Honesty and integrity, Monitoring and evaluation, Negotiation, Quality management, Stakeholder engagement and management, Technical proficiency.

DUTIES

: Oversee the development and implementation of a programme management framework for the standardised coordination and management of programmes. Ensure the effective management of dependencies and interdependencies between existing and proposed programmes. Oversee the monitoring of the operational performance and financial management of programmes based on project progress reports from regions and government departments. Oversee the site visit schedule for programmes in the regions. Oversee the development of training material for the orientation of service providers and oversee its implementation. Oversee change requests related to programmes for presentation to governance committees by the Director: Regional Monitoring of the respective Region, Oversee the consolidation of project reports received from Director: Regional Skills Development Monitoring and government departments and develop programme reports. Oversee programme performance reporting. Ensure that all documentation related to programmes is submitted for knowledge management purposes. Oversee the consolidation of lessons learned for each programme received from the Director: Regional Skills Development Monitoring. Manage and engage external stakeholders relevant to programmes. Engage the Director: Regional Skills Development Monitoring for programme information gathering. Engage the Director: Initiation and Evaluation regarding the initiation and evaluation of programmes. Develop the Programme Monitoring plan for the Directorate and ensure its implementation. Participate in budgetary planning for the Directorate and account for allocated budget. Ensure adherence to policy and statutory directives. Monitor the execution of the Programme Monitoring plan for the Directorate, including budget, performance targets, measurement metrics and reporting. Ensure sufficient capacity to achieve the objectives of the Directorate. Manage the performance of employees in accordance with policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the targets of the Directorate. Motivate team members and create a culture of high performance. Manage employee related matters within the Directorate. Operate within delegated authorisations. Adhere at all times to the values of the NSF. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions.

ENQUIRIES

: Mr D Moyane Tel 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/46

: **DIRECTOR: PUBLIC RELATIONS AND COMMUNICATIONS (REF NO: NSF09/04/2025)**
Branch: Skills Development
Component: National Skills Fund

SALARY CENTRE

: R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)
: Pretoria

<u>REQUIREMENT</u>	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Relations, Communications, Journalism, Marketing or related qualifications. A minimum of five (5) to ten (10) years' work experience in public relations and communication in private or public sector with five (5) years' experience at middle/senior management level. Experience in establishing new public relations and communications functions for organisations will be an added advantage. Knowledge of Public service and NSF mandates and strategies. Knowledge of the education system and pedagogy, post school education framework. Legislative knowledge and prescripts, further skills and competency requirement relate to strategic capability and leadership, marketing and communication management and people management and empowerment, problem solving and analysis, technical proficiency, quality management, budgeting and financial management. The incumbent must be service delivery oriented, customer focused, maintain high integrity and be able to perform in a team environment. Proven skills and good knowledge of the post school education and training system will be an added advantage. Competencies in publication and writing reports and speeches. Good computer skills and a valid driver's license.
<u>DUTIES</u>	:	Develop public relations and communications strategy, plans, policies and guidelines for the NSF. Develop and implement public awareness campaigns for the NSF. Oversee advocacy campaigns for the NSF. Oversee the development and maintenance of a stakeholder strategy and stakeholder map. Advise the Executive Officer (EO) and other NSF employees on the media and public relations matters. Oversee media awareness training for NSF employees. Prepare briefing notes and speeches for the EO as required. Ensure NSF success stories through reading skills development projects reports and by engaging project managers. Perform story writing and sharing thereof. Manage content of NSF's website. Manage communication on social media related to the NSF. Manage all activities to improve the image and reputation of the NSF. Build and maintain good partnerships with key stakeholders at multiple levels of interaction. Ensure stakeholder satisfaction and accountability at all times. Perform external and internal communications. Manage the graphic design, proofreading and printing of all NSF external reports. Manage the resources of the Directorate. Participate as an active member of the NSF executive management team.
<u>ENQUIRIES</u>	:	Mr D Moyane 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

OTHER POSTS

<u>POST 14/47</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC SUPPORT (OFFICE OF THE EXECUTIVE OFFICER) (REF NO: NSF10/04/2025)</u> Branch: Skills Development Component: National Skills Fund
<u>SALARY CENTRE REQUIREMENT</u>	:	R1 059 105 per annum (Level 12), (All-Inclusive Remuneration Package) Pretoria
	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Management/Administration and Project Management. A minimum of five (5) years relevant work experience with at least three (3) to five (5) years' proven work experience at an Assistant Director level. Experience in Project Management and managing resources. Knowledge of Public service and NSF mandates and strategies. Knowledge of the education system and pedagogy, post school education framework, government wide legislation. Legislative knowledge and prescripts e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, General knowledge of Public Service Regulations. Further skills and competency requirement relate to strategic capability and leadership and communication management and people management and empowerment, problem solving and analysis, technical proficiency, project management. Good computer skills and a valid driver's licence are a requirement. Candidate must be willing to travel, work irregular hours and be committed to meet communication requirements within tight time frames.
<u>DUTIES</u>	:	Providing strategic support to the Executive Office within NSF. Advising the Executive Officer on strategic matters. Ensuring effective coordination and oversight of all strategic initiatives within the NSF. Planning and implementing strategic initiatives in the line with the NSF mission and mandate. Conducting

assessment to measure the accomplishment of strategic decisions and initiative. Developing and collate reports on strategic initiatives as required within the directorate. Providing support within the office of the Executive Officer. Scrutinise documents to determine actions or information required. Record minutes or resolutions and communicate to the relevant role players, follow up on progress made and prepare briefing notes as well other documents. Compile the agenda of meetings chaired by the Executive Officer and ensure the circulation of accompanying memoranda. Coordinate branch meetings including overseeing the logistics. Coordinate parliamentary enquiries with the relevant stakeholders. Coordinate the performance agreements/assessments and financial disclosures pertaining to the Office of the Executive Officer. Assist the Executive Officer in formulating policy recommendations and attend Senior management meetings. Managing general support services within the Office of the Executive Officer. Oversee, support and supervise all administrative functions. Implement administrative measures to ensure efficient working of Office of the Executive Officer. Manage the engagements of the Executive Officer. Manage schedules, calendars, presentations, spreadsheets and other related office tasks. Handle all correspondence and queries requiring the attention of the Executive Officer. Set up and maintain the systems in the office that will ensure efficiency in the office. Oversee safe keeping of all documents for the Office of the Executive Officer so as to ensure compliance with archive legislation and to enhance information security. Provide content support with regards to documents (submissions, reports, letters, etc.) to and from the Office of the Executive Office. Preparing monthly reports and make presentations as required. Participating as an active member of the NSF. Undertake policy or line function tasks as required. Compile memoranda, reports, submissions and a variety of other correspondence for the Executive Officer as required. Compile presentations and basic speeches for the Executive Officer and or refere complex matters to the relevant unit for preparation. Draft responses for submission to internal and external stakeholders. Source information and compile memoranda as required. Coordinate, follow up and compile reports of a transverse nature for the Executive Officer and advise/sensitise the Executive Officer on reports to be submitted. Provide support and undertake special projects as directed by the Executive Officer. Monitor unit activities to ensure conformance with goals and objectives. Manage public liaison services within the NSF. Manage public liaison services within the NSF. Oversee the logging of public complaints or queries regarding the NSF's service. Oversee the monitoring of progress of the resolution of the public's complaints or queries escalate with the relevant directorates to ensure complaints or queries are attended to timeously and efficiently. Review monthly reports reflecting complaints or queries received and resolved. Managing resources of the directorate. Monitoring expenditure for the directorate against the allocated budget within NSF. Managing the performance of employees in accordance with policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Supporting the implementation of all management decision. Managing employees related matters within the directorate. Always adhere to the values of NSF.

<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/48</u>	:	<u>DEPUTY DIRECTOR: INITIATION AND EVALUATION (REF NO: NSF11/04/2025)</u> Branch: Skills Development Chief Directorate: National Skills Fund
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (Level 12), (All-Inclusive Remuneration Package) Pretoria An appropriate Bachelor's Degree / Advanced Diploma (NQF 7) in Public Management or Administration, Project Management or related qualification. A minimum of five (5) work experience in project management with at least three (3) to five (5) years' proven work experience at an Assistant Director level. The ideal candidate should have good project management skills and be able to do analysis of documents and situations. The ideal candidate should be conversant with the public service delivery and management issues. Skills Development Act, Skills Development Levies Act, National Skills Development Strategy. Treasury Regulations and working knowledge of the Public Finance

Management Act, South African Qualification Authority Act, National Qualification Framework (NQF). The individual should be able to apply strategic thinking with good knowledge and understanding of budgeting and financial management, communication and information management, continuous improvement, citizen focus and responsiveness, be able to develop others and make an impact and influence. Be able to manage interpersonal conflict and resolve problems. Must also be able to network and build bonds, plan and organize with excellent problem solving and decision-making skills. Good understanding and knowledge of programme and project management and be able to lead, monitor and evaluate a team and engage and manage relationships with Stakeholders. Valid driver's license. Skills: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, management, budget and financial management skills. Time Management, Planning and Organizing, Ability to act with discretion, problem solving, creative thinking, decision making, technical proficiency and leadership skills.

DUTIES

: Implement the project initiation process by managing the Request for Proposal (RFP) processes for solicited projects, manage the receipt, logging and evaluation of applications for unsolicited projects, report on bid applications in the various stages of the project initiation process, prepare draft Memorandum of Understanding (MoU) for service providers, develop the monitoring and evaluation framework that defines monitoring principles and evaluation metrics for the project. Perform due diligence by reviewing research conducted on bidders for solicited and unsolicited projects and validate the accuracy of the information received from bidders. Manage preparation for the Grant Disbursement Committees by supporting the evaluation of bid applications for submission to the PGC, preparing recommendations for the GAC on which bid applications to support, co-ordinate the preparation of committee meetings and oversee the administrative duties to the GAC including the taking of meeting minutes. Engage with stakeholders relevant to the initiation and evaluation of projects, receive progress reports from the various middle management members and liaise with service providers. Implement the project evaluation process by reviewing the impact and effectiveness of projects, conduct final close-out site visits, conduct an independent review of the funded project, prepare post-implementation review report, facilitate the close-out of the project and ensure that all documentation related to project evaluation is submitted for knowledge management purposes. Participate as an active member of the Directorate.

ENQUIRIES

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/49

: **DEPUTY DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION LIMPOPO & MPUMALANGA REGION (REF NO: NSF12/04/2025)**
Branch: Skills Development
Component: National Skills Fund (NSF)
Chief Directorate: Skills Development Implementation

SALARY CENTRE REQUIREMENTS

: R1 059 105 per annum (Level 12), (All-Inclusive Remuneration Package)
: Pretoria.
: An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Management/ Administration, Project Management or related qualification. A minimum of five (5) years' work experience in project management with at least there (3) to five (5) years' proven work experience at an Assistant Director level. Candidates that have experience or proven track record in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform

DUTIES

in a team environment. A valid driver's license. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight timeframes.

- : Responsible for ensuring skills development projects within project portfolio report timely and accurately; Effectively monitor, evaluate and report on the allocation, management, operational performance and funding of projects within project portfolio; Responsible for performing expenditure verification and performance information verification related to projects within project portfolio; Responsible for coordinating physical verification (learners, infrastructure, assets etc.) across the different project sites for the projects within project portfolio; Ensure that all documents and information related to projects and programmes in portfolio are submitted for knowledge management purposes; Manage stakeholders for portfolio of projects; Actively participate in both regional structures and platforms that are relevant for effective skills development implementation; Manage staff under his / her supervision; Provide feedback and strategic advice regarding skills development activities to the regional head; Participate as an active member of the regional team; Collaboratively contribute to the development of a project management framework for projects and programmes specifically for the region and nationally in general; Effectively implement the project management framework for projects and programmes within project portfolio.

ENQUIRIES

- : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/50

- : **DEPUTY DIRECTOR: FINANCIAL PLANNING AND TREASURY (REF NO: NSF13/04/2025)**

(This post is being re-advertised and candidates who had previously applied may re-apply)

Branch: Skills Development

Component: National Skills Fund (NSF)

Directorate: Financial Planning and Reporting

SALARY
CENTRE
REQUIREMENTS

- : R896 436 per annum (Level 11), (All-Inclusive Remuneration Package)
- : Pretoria
- : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Financial Management and/or Accounting, or related qualification. A minimum of five (5) to ten (10) years' work experience in in budgeting, financial accounting, exposure to Standard of General Recognized Accounting Practices (GRAP standards), accrual accounting principles and/or financial management or auditing in the private or public sector with at least three (3) to five (5) years proven work experience at an Assistant Director level. Candidates with a CA (SA) and/or CIMA qualification will have a distinct advantage. This is a junior management position that requires a dynamic individual with technical expertise in financial planning and reporting. Further skills and competency requirements relate to strategic capability and leadership, problem-solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people management and empowerment. The incumbent must be service delivery orientated, customer-focused, maintain high integrity and be able to perform in a team environment. Good knowledge of financial frameworks, financial legislation and prescripts applicable to the public sector will be an added advantage. A valid driver's license. Candidates must be willing to travel, work irregular hours and be committed to meeting deadlines within tight time frames.

DUTIES

- : Perform financial planning, budgeting and reporting; Manage key stakeholders, inclusive of the National Treasury, the Department of Higher Education and Training, the Auditor-General of South Africa, the Public Investment Corporation and the Audit Committee; Perform investment management and cash flow management functions; Manage budgets for Annual Performance Plans(APPs) ,Strategic Plans and Operational Plans; Manage cost centre budgets for NSF; Manage the allocation and distribution of NSF's budget; Perform financial forecasting of NSF revenue and expenditure; Perform ongoing financial analysis, budget trend analysis and ability to provide recommendations; Perform financial reporting functions, including drafting NSF's annual financial statements, quarterly and monthly financial management reports, stakeholder financial reports and ad hoc financial management reports; Evaluate changes in financial reporting frameworks and

	legislation for possible impact on NSF's financial reporting; Report accounting and financial information accurately and timeously in line with applicable legislative reporting standards of the NSF; Perform financial presentations; Manage daily, weekly, monthly and annual accounting and recordkeeping functions including processing of financial information and transactions on accounting financial systems; Manage monthly and annual financial closure processes; Develop and maintain financial planning and reporting policies and procedures; Manage external and internal auditors and serve as central coordination point for audit information; Manage the resources of the Directorate; Participate as active member of NSF finance team.
<u>ENQUIRIES</u>	: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/51</u>	: <u>DEPUTY DIRECTOR: INNOVATION (REF NO: NSF14/04/2025)</u> Branch: Skills Development Component: National Skills Fund Chief Directorate: Strategy, Innovation and Organisational Performance Directorate: Strategy, Innovation, And Partnerships
<u>SALARY CENTRE REQUIREMENTS</u>	: R896 436 per annum (Level 11), (All-Inclusive Remuneration Package) : Pretoria : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Management/Administration or Business Management or related qualification. A relevant postgraduate qualification would be a distinct advantage. A minimum of five (5) years' work experience in innovation and managing innovation projects with at least three (3) to five (5) years' proven work experience at an Assistant Director level. This is a middle management position that requires a dynamic individual with proven strategic management, leadership, and people management capabilities who can strategically lead the organisation towards achieving its innovation goals and objectives. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders, especially on a strategic level, must be innovative and abreast of trends in the world on new innovations to drive business forward. Further skills requirements relate to excellent project management, utilisation of ICT and business intelligence for innovation, problem solving and analysis, technical proficiency, report writing, preparing presentations, marketing and communication, knowledge management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good knowledge of the Post-School Education and Training system will be an added advantage. Good knowledge and experience in applicable legislation including the Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations. General knowledge of Department of Planning, Monitoring and Evaluation frameworks and Public Service Regulations. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight timeframes. A valid driver's license.
<u>DUTIES</u>	: To develop and update NSF's strategy and partnerships and keep abreast of innovations and leading practices in skills development through research and evaluation. Establish and manage the NSF Innovation Hub. Manage and enable innovation within NSF by conducting external trends analysis on skills development delivery approach; Provide leadership and insight around innovation focus areas. Champion the organizational innovation and evaluate and improve the organisations innovation capacity; collaborate with executive leadership to identify key areas for innovation and establish measurable objectives. Develop Innovative ideas in project and program management to enable the NSF to optimize resource allocation, streamline processes, and enhance project outcomes. Facilitate innovation in NSF; Manage Innovation; Implement innovation. Facilitate collaboration across departments to encourage the exchange of ideas and knowledge; Establish and nurture relationships with key stakeholders to ensure alignment with organizational innovation goals; Foster culture of creativity, experimentation, and continuous learning; develop, review and conduct capacity building sessions on NSF Innovation Strategy. Implement the NSF Benchmarking framework in line with the NSF value chain and Business processes; manage the Benchmarking literature review processes in line with the NSF literature review guidelines.

		Coordinate all benchmarking processes from start to end (inclusive of Planning, Pre-benchmarking, benchmarking visits, post-benchmarking visits). Link the benchmarking findings to the innovation hub for incubation of ideas and develop an implementation plan. Leverage on the 4IR technologies to enable the NSF to automate processes, enhance transparency and improve decision-making; lead initiatives to streamline operations through the adoption of innovative technologies and methodologies. Operate within delegated authorisation; Always adhere to the values of the NSF; Prepare monthly reports and make presentations as required; provide and submit monthly and quarterly reports on all innovations incubated in the innovation hub, track and report on the implementation of approved innovative initiatives; submit proposals to governing structures for approval of all innovative initiatives.
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/52</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL PERFORMANCE AND REPORTING (REF NO: NSF15/04/2025)</u> Branch: Skills Development Chief Directorate: National Skills Fund
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (All-Inclusive Remuneration Package)
	:	Pretoria
	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Management/Administration or related qualification. A relevant postgraduate qualification would be a distinct advantage. A minimum of five (5) to ten (10) years' work experience in organisational performance and reporting, technical research and analysis, complex stakeholder management, organisational performance improvement, integrated reporting, programme management and management of resource with least three (3) to five (5) years' proven work experience at an Assistant Director level. A Valid driver's license. Skills: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, management, budget and financial management skills. Time Management, Planning and Organizing, Ability to act with discretion, problem solving, creative thinking, decision making, technical proficiency and leadership skills.
<u>DUTIES</u>	:	Manage and support business intelligence reporting consolidating of organisational requirements for business intelligence reporting. Ensure good practice regarding business reporting. Support stakeholders with handling, processing or receiving reports. Manage the collection and interpretation of data from various internal and external sources, data analysis and report compilation. Manage business intelligence and organization report development. Manage organisational performance metrics. Work closely with financial and business analysts, integrate competitive reporting and maintain the business data of the NSF. Manage resources of the Directorate, manage the performance of employees in accordance with policy. Participate as an active member of the Directorate team.
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/53</u>	:	<u>DEPUTY DIRECTOR: BURSARIES MONITORING (REF NO: NSF16/04/2025)</u> Branch: Skills Development Chief Directorate: National Skills Fund
<u>SALARY CENTRE REQUIREMENT</u>	:	R896 436 per annum (Level 11), (All-Inclusive Remuneration Package)
	:	Pretoria
	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Administration, Human Resources Management or related qualification. A minimum of five (5) years' work experience in Project Management and managing resources with at least three (3) to five (5) years' proven work experience at an Assistant Director level. Knowledge of Public service and NSF mandates and strategies. Knowledge of the education system and pedagogy, post school education framework, government wide legislation. Legislative knowledge and prescripts e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, General knowledge of Public Service Regulations. Further skills and competency requirement relate to strategic capability and leadership and

		communication management and people management and empowerment, problem solving and analysis, technical proficiency, project management. Good computer skills and a valid driver's licence is a requirement. Candidate must be willing to travel, work irregular hours and be committed to meet communication requirements within tight time frames.
<u>DUTIES</u>	:	Managing and monitoring bursaries within NSF. Managing the co-ordination of site visits by Assistant Director within directorate. Assigning bursar recipients to Assistant Director: Bursaries Monitoring and Managing the collection of information by Assistant Director: Bursary monitoring for monitoring and reporting purposes. Managing the implementation of the monitoring and evaluation log frame within NSF. Managing the monitoring of bursary agency sites and student performance against the monitoring and evaluation log frame. Defining directorate performance indicators. Updating the monitoring and evaluation framework with monthly indicators. Managing bursary monitoring reporting within NSF. Reviewing monthly reports from monitoring officers to monitor and report on the status and progress of bursaries funded by NSF and adherence to agreements by bursary agencies. Developing lessons learned based on information collected from Assistant Director within the directorate. Ensuring that all documents related to bursary monitoring are submitted for knowledge management purposes and in accordance with knowledge management policy and process. Managing stakeholders within NSF. Engaging and maintaining relationship with institutions and bursary agency sites. Engaging with internal stakeholders within NSF on the progress and impact of bursaries funded by the NSF. Managing resources of the directorate. Monitoring expenditure for the directorate against the allocated budget within NSF. Managing the performance of employees in accordance with policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Supporting the implementation of all management decision. Managing employees related matters within the directorate. Adhere at all times to the values of NSF. Preparing monthly reports and make presentations as required. Participating as an active member of the NSF.
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/54</u>	:	<u>DEPUTY DIRECTOR: BURSARIES INITIATION AND EVALUATION (REF NO: NSF17/04/2025)</u> Branch: Skills Development Component: National Skills Fund
<u>SALARY CENTRE REQUIREMENT</u>	:	R896 436 per annum (Level 11), (All-Inclusive Remuneration Package) Pretoria An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Administration, Human Resources Management or related qualification. A minimum of five (5) years' work experience in Project Management and managing resources with at least three (3) to five (5) years' proven work experience at an Assistant Director level. Knowledge of Public service and NSF mandates and strategies. Knowledge of the education system and pedagogy, post school education framework, government wide legislation. Legislative knowledge and prescripts e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, General knowledge of Public Service Regulations. Further skills and competency requirement relate to strategic capability and leadership and communication management and people management and empowerment, problem solving and analysis, technical proficiency, project management. A valid driver's license. Candidate must be willing to travel, work irregular hours and be committed to meet communication requirements within tight time frames.
<u>DUTIES</u>	:	Managing the bursaries initiation process within NSF. Developing the marketing and sourcing strategy for the Outreach Programme within NSF. Developing a monitoring and evaluation log frame for bursaries funded by the NSF. overseeing the handover of bursary recipient names as a Deputy Director. Developing stakeholders' agreements with bursary agencies and community partners within NSF. Managing the bursaries evaluation process. Managing activities related to the evaluation of bursary agencies and students through the outreach programme. Managing the performance of bursary agencies and the output of the outreach programme. Managing bursary agency's

performance reporting and outputs of the outreach programme. Review the results of impact assessments conducted on bursary recipients. Facilitating lessons learned consolidation for bursary agencies and the outreach programme. Engaging with stakeholders within NSF. Initiating and maintaining community partnerships. Maintaining relationships with bursary agencies and strategic partners within NSF. Managing resources of the directorate. Monitoring expenditure for the directorate against the allocated budget within NSF. Managing the performance of employees in accordance with policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Always adhere to the values of NSF. Managing employees related matters within the directorate. Participating as an active member of the NSF.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/55 : **DEPUTY DIRECTOR: RISK AND COMPLIANCE MANAGEMENT (REF NO: NSF18/04/2025)**
(Twelve (12) Months Contract)
Branch: Skills Development
Chief Directorate: National Skills Fund
Directorate: Legal, Governance, Risk and Compliance

SALARY : R896 436 per annum (Level 11), (All-Inclusive Remuneration Package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Risk Management and Compliance or related qualification. A minimum of five (5) years' work experience in risk management and compliance with at least three (3) to five (5) years proven work experience at an Assistant Director level. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's licence.

DUTIES : To mitigate the level of risk in the National Skills Fund by monitoring and reporting on governance and compliance and creating an environment that supports governance, risk and compliance. Develop and maintain the risk control framework. Implement and maintain the risk assessment process and risk profile of National Skills Fund. Investigate and analyse root causes, patterns or trends of the risk assessment. Develop and maintain National Skills Fund risk register. Consult with department heads to establish, maintain and improve risk management capabilities. Review key business activities to ensure compliance with standards, policies and regulations. Ensure compliance to risk management policies, procedures and systems. Ensure high risk compliance and governance areas are proactively identified and mitigated. Manage education and awareness campaigns. Ensure policies and procedures are understood throughout the National Skills Fund. Communicate new or revised policies and procedures. Collate reporting requirements from each of the other departments. Prepare monthly and quarterly reports. Customize presentations for different audiences. Ensure sufficient capacity to achieve the objective of the directorate. Manage the performance of employees in accordance with PMDS policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the objectives of the directorate. Motivate team members and create a culture of high performance. Manage leave and relate administration for direct reports. Operate within delegated authorizations. Adhere to all times to the values of the National Skills Fund. Prepare monthly reports and make presentations as required. Positively support the implementation of all management decisions.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

<u>POST 14/56</u>	:	<u>DEPUTY DIRECTOR: GOVERNANCE SECRETARIAT (REF NO: NSF19/04/2025)</u> (Twelve (12) Months Contract) Branch: Skills Development Chief Directorate: National Skills Fund Directorate: Legal, Governance, Risk and Compliance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (All-Inclusive Remuneration Package) Pretoria An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Office Management/ Public Management/Administration or related qualification. Qualification in Law will be an added advantage. A minimum of five (5) years' work experience as an Executive and/or Board Level Secretariat; Taking minutes at Executive Level, Office Management and Computer Literacy. A minimum of three (3) to five (5) years' work experience at an Assistant Director level. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.
<u>DUTIES</u>	:	Provide effective administration for all the NSF meetings. Draft and review of the committees Terms of Reference/Charters. Ensure Terms of Reference / Charters for all committees are distributed to committee members. Ensure Terms of Reference/Charters for all the committees are updated. Effective facilitation of the committees' processes. Contribute to the organization secretariat efforts to enhance the effectiveness and functioning of the committees. Provide the organization with advice and guidance on compliance with the relevant prescripts and the committee charters. Draft reports to Management and Committees. Provide effective administration for all meetings. Draft agendas, in consultation with Management and Chairperson/s, and liaise with Directors /Committee members and other role players. Ensure the timely collation of the committee information to distribute meeting packs timely to ensure compliance with the relevant guidelines/policies and procedures. Attend meetings and record accurate and professional minutes. Distribute minutes and decision matrix within the stipulated timeframes. Electronic recording and preservation/ safeguard of all proceedings of the committees' meetings. Keep and manage proper record of all minutes, recordings, attendance registers and declaration of interests' forms. Prepare extracts of resolution and minutes for all the committees' proceedings. Prepare and track action items from the committees and ensuring decisions made are communicated to the relevant stakeholders for noting and/or actioning. Manage secretariat team. Undertake any ad hoc duties as guided by the Director: Legal, Governance, Risk and Compliance.
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/57</u>	:	<u>DEPUTY DIRECTOR: INFORMATION OFFICER (REF NO: NSF20/04/2025)</u> Branch: Skills Development Chief Directorate: National Skills Fund Directorate: Legal, Governance, Risk and Compliance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (All-Inclusive Remuneration Package) Pretoria An appropriate Bachelor's Degree/ Advanced Diploma (NQF Level 7) in Public Management/ LLB/ or related qualification. Qualification in Compliance will be an added advantage. 5 years' experience including compliance in public or private sector. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. A minimum of three (3) to five (5) years' experience at an Assistant Director level Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public

	Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. A valid driver's licence.
<u>DUTIES</u>	: Encouragement of compliance, by the organization, with the conditions for the lawful processing of personal information; dealing with requests made to the organization pursuant to the Protection of Personal Information Act (POPI Act); working with the Regulator in relation to investigations conducted pursuant to Chapter 6 of the POPI Act in relation to the organization; otherwise ensuring compliance by the organization with the provisions of the POPI Act; and as may be prescribed. Ensure overall compliance with POPI; encourage compliance with conditions for the lawful processing of personal information; deal with requests made by the Information Regulator or data subjects (individuals); work with the Regulator in relation to investigations conducted in accordance with the relevant provisions of POPI; develop, implement and monitor a compliance framework; ensure that a personal information impact/risk assessment is performed to ensure that adequate measures and standards exist within the organization; develop, monitor, maintain and make available a PAIA manual; develop internal measures and adequate systems to process requests for access to information; ensure that internal awareness sessions are conducted regarding the provisions of POPI, the regulations and any codes of conduct or information obtained from the Regulator.
<u>ENQUIRIES</u>	: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/58</u>	: <u>ASSISTANT DIRECTOR: REGIONAL SKILLS DEVELOPMENT MONITORING: KWAZULU-NATAL REGION (REF NO: NSF21/04/2025)</u> Branch: Skills Development Component: National Skills Fund Chief Directorate: Skills Development Implementation
<u>SALARY CENTRE REQUIREMENTS</u>	: R582 444 per annum (Level 10) : Durban : An appropriate Diploma/Bachelor's Degree (NQF Level 6) in Public Administration, Project Management or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory level in Public Service Delivery environment, project management. Successful candidate must be willing to relocate to Durban as the Centre of operation will be within Durban, KwaZulu-Natal Province. Must have the relevant knowledge of the Public Service and NSF mandates and strategies. Knowledge of the education system and pedagogy, the Post School Education Framework, Government wide Legislation, Legislative Knowledge and Prescripts including the Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, National Treasury Regulations, general knowledge of the Public Service Regulations, NSF Business Strategies and goals, NSF services, NSF business processes and value chain, NSF Policies, procedures and regulations, NSF values, goals and performance requirements. The successful candidate must be able to apply strategic thinking, apply technology, budget and financial management experience, be able to manage communication and information, good management, planning, organising, problem solving, quality management and decision-making skills. Must be able to manage projects and programmes. Must be able to engage and manage Stakeholders. Monitoring and evaluation skills. The suitable candidate must also be accountable, belief in service excellence, be collaborative with integrity, passion and commitment towards the NSF and its values. Must be willing to work irregular hours and do extensive travel. A valid driver's license.
<u>DUTIES</u>	: Responsible for the monitoring the implementation of projects at site level against the log framework by monitoring the implementation of projects within the KwaZulu-Natal Region. Facilitate the orientation and training of project service providers at learner site level. Implement the monitoring and evaluation of log frames within a portfolio of learner sites. Verify the accuracy and validity of performance reports. Monitor the status of outputs from sites. Monitor site

		facilities and administration to ensure that training provided by service provider/s meets the requirements of the Service Level Agreement. Conduct site visits. Escalate and communicate risks to the relevant Supervisor. Manage invoicing and financial reporting. Liaise with project payment officers on invoices and financial requests. Conduct due diligence regarding change requests, complete change requests and communicate such to Supervisor. Support project reporting by developing and upload of monthly and quarterly project progress report onto the knowledge management system. Manage and maintain relationships with service providers of projects at site level and engage and maintain good relationships with project payment officers regard project financials. Participate as an active member of the regional team by operating within delegated authorisations, preparing monthly reports and presentations as required and adhering at all times to the values of the NSF.
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/59</u>	:	<u>ASSISTANT DIRECTOR: REGIONAL SKILLS DEVELOPMENT MONITORING (WESTERN CAPE AND NORTHERN CAPE REGION) (REF NO: NSF22/04/2025)</u> Branch: Skills Development Component: National Skills Fund
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum (Level 10) Cape Town An appropriate Diploma/ Bachelor's Degree (NQF Level 6) in Public Administration/ Management, Project Management or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory level in Public Service Delivery environment, project management and management of resources. Successful candidate must be willing to relocate to Cape Town as the Centre of operation will be within Cape Town. Must have the relevant knowledge of the Public Service and NSF mandates and strategies. Knowledge of the education system and pedagogy, the Post School Education Framework, Government wide Legislation, Legislative Knowledge and Prescripts including the Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, National Treasury Regulations, general knowledge of the Public Service Regulations, NSF Business Strategies and goals, NSF services, NSF business processes and value chain, NSF Policies, procedures and regulations, NSF values, goals and performance requirements. The successful candidate must be able to apply strategic thinking, apply technology, budget and financial management experience, be able to manage communication and information, good management, planning, organising, problem solving, quality management and decision-making skills. Must be able to manage projects and programmes. Must be able to engage and manage Stakeholders. Monitoring and evaluation skills. The suitable candidate must also be accountable, belief in service excellence, be collaborative with integrity, passion and commitment towards the NSF and its values. Must be willing to work irregular hours and do extensive travel. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	Responsible for the monitoring the implementation of projects at site level against the log framework by monitoring the implementation of projects within the Western Cape and Northern Cape Region. Facilitate the orientation and training of project service providers at learner site level. Implement the monitoring and evaluation of log frames within a portfolio of learner sites. Verify the accuracy and validity of performance reports. Monitor the status of outputs from sites. Monitor site facilities and administration to ensure that training provided by service provider/s meets the requirements of the Service Level Agreement. Conduct site visits. Escalate and communicate risks to the relevant Supervisor. Manage invoicing and financial reporting. Liaise with project payment officers on invoices and financial requests. Conduct due diligence regarding change requests, complete change requests and communicate such to Supervisor. Support project reporting by developing and upload of monthly and quarterly project progress report onto the knowledge management system. Manage and maintain relationships with service providers of projects at site level and engage and maintain good relationships with project payment officers regard project financials. Participate as an active member of the regional team by operating within delegated authorisations, preparing monthly reports and presentations as required and adhering at all times to the values of the NSF.

<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/60</u>	:	<u>ASSISTANT DIRECTOR: REGIONAL SKILLS DEVELOPMENT MONITORING (GAUTENG AND FREE STATE REGION) (REF NO: NSF23/04/2025)</u> Branch: Skills Development Component: National Skills Fund
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R582 444 per annum (Level 10) Pretoria An appropriate Diploma/Bachelor's Degree (NQF Level 6) in Public Administration/ Management, Project Management, Auditing and Risk/Financial Management and/or Accounting or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory level in Public Service Delivery environment, project management and management of resources. Must have the relevant knowledge of the Public Service and NSF mandates and strategies. Knowledge of the education system and pedagogy, the Post School Education Framework, Government wide Legislation, Legislative Knowledge and Prescripts including the Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, National Treasury Regulations, general knowledge of the Public Service Regulations, NSF Business Strategies and goals, NSF services, NSF business processes and value chain, NSF Policies, procedures and regulations, NSF values, goals and performance requirements. The successful candidate must be able to apply strategic thinking, apply technology, budget and financial management experience, be able to manage communication and information, good management, planning, organising, problem solving, quality management and decision-making skills. Must be able to manage projects and programmes. Must be able to engage and manage Stakeholders. Monitoring and evaluation skills. The suitable candidate must also be accountable, belief in service excellence, be collaborative with integrity, passion and commitment towards the NSF and its values. Must be willing to work irregular hours and do extensive travel. A valid driver's license.
<u>DUTIES</u>	:	Responsible for the monitoring the implementation of projects at site level against the log framework by monitoring the implementation of projects within the KwaZulu-Natal Region. Facilitate the orientation and training of project service providers at learner site level. Implement the monitoring and evaluation of log frames within a portfolio of learner sites. Verify the accuracy and validity of performance reports. Monitor the status of outputs from sites. Monitor site facilities and administration to ensure that training provided by service provider/s meets the requirements of the Service Level Agreement. Conduct site visits. Escalate and communicate risks to the relevant Supervisor. Manage invoicing and financial reporting. Liaise with project payment officers on invoices and financial requests. Conduct due diligence regarding change requests, complete change requests and communicate such to Supervisor. Support project reporting by developing and upload of monthly and quarterly project progress report onto the knowledge management system. Manage and maintain relationships with service providers of projects at site level and engage and maintain good relationships with project payment officers regard project financials. Participate as an active member of the regional team by operating within delegated authorisations, preparing monthly reports and presentations as required and always adhering to the values of the NSF.
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/61</u>	:	<u>ASSISTANT DIRECTOR: PROGRAMME MONITORING (REF NO: NSF24/04/2025)</u> Branch: Skills Development Component: National Skills Fund Directorate: Regional Skills Development Implementation
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R582 444 per annum (Level 10) Pretoria An appropriate Diploma/ Bachelor's Degree (NQF Level 6) in Public Administration/Management, Project Management or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory level

in a project management. Knowledge and experience in assisting the management of projects, portfolios of projects and/or programmes in the private or public sector. This junior management position in a core functional area requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.

<u>DUTIES</u>	:	Monitor the implementation of projects in the national and facilitate the orientation and training of project service providers at the learner site level. Implement the monitoring and evaluation log frame within a portfolio of learner sites and monitor performance against it. Verify the accuracy and validity of performance reports from each learner site. Monitor the status of outputs from learner sites. Monitor learner site facilities and administration to ensure that training by service provider meets the requirements of the Service Level Agreement. Conduct site visits at a portfolio of learner sites. Escalate risks to the Deputy Director: Programme Monitoring. Manage invoicing and financial reporting for a portfolio of learner sites. Liaise with project payment officers on invoices and financial requests. Attend to all the projects audit matters. Escalate the issue to Deputy Director: Programme Monitoring and other relevant stakeholders. Conduct due diligence regarding all project's activities including, but not limited to new projects, complete change request documentation and submit to the Deputy Director: National Skills Development Monitoring. Support project reporting and develop and upload monthly and quarterly project progress reports onto the knowledge management systems available to NSF. Review project progress reports and perform verification site visits. Upload all documents related to projects onto the knowledge management system in accordance with knowledge management policy and process. Manage and maintain relationships with service providers of projects at a site level. Engage and maintain good relationships with project payment officers regarding project financials. Participate as an active member of the regional team in all relevant structures of the NSF.
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/62</u>	:	<u>ASSISTANT DIRECTOR: FINANCE (EXPENDITURE) (REF NO: NSF25/04/2025)</u> Branch: Skills Development Component: National Skills Fund
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 9) Pretoria An appropriate Diploma/Bachelor's Degree (NQF level 6) in Financial Management/ Accounting or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory level in financial management. Skills required: Financial management, Data processing and records management, Quality management, Security management, technical proficiency, Decision Making, Diversity Citizenship, Problem Analysis, Self-Management and Team Membership. Good Computer literate. A valid driver's license.
<u>DUTIES</u>	:	Review invoices captured for payment on the financial system for validity, accuracy, correct approval, and correct classification against correct expense items and against correct creditors daily. Ensure that the safety-web check has been performed and corresponds with payment captured. Act as second approval of payments captured. Run payments batch and uploads payment batch onto online banking platform. Follow-up and resolve rejected payments. Ensure that safety-web check has been performed and corresponds with payment captured. Act as second approval of payments captured. Run

payments batch and uploads payment batch onto online banking platform. Follow-up and resolve rejected payments. Capture banking details for new creditors onto financial system and onto online banking platform. Capture amendments to existing banking details of existing creditors on financial system and onto online banking platform. (The Financial Manager (1st Approval) and Head: Financial Management and Administration must approve new banking details and amendments to existing banking details). Review and approve payment packs prepared by Finance: DHET admin payment packs, travel office payment packs, AGSA invoice payment packs and SARS payment packs. Backup for Finance Assistant Manager (Revenue). Manage the performance of employees in accordance with policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the targets of the Directorate. Motivate team members and create a culture of high performance. Manage employee related matters within the Directorate. Operate within delegated authorizations. Always adhere to the values of the NSF. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/63 : **ASSISTANT DIRECTOR: ACCOUNTING (REF NO: NSF26/04/2025)**

Branch: Skills Development
Component: National Skills Fund
Chief Financial Office

SALARY : R468 459 per annum (Level 9)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Diploma/Bachelor's Degree (NQF Level 6) in Financial Management/ Accounting or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory level in budgeting, financial accounting and/ or financial management reporting. Further skills and competency requirements related to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people management and empowerment. This is a junior management position that requires a dynamic individual, who is service delivery oriented, customer focused, maintains high integrity and be able to perform in a team environment. Good knowledge of the legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills and a valid driver's license.

DUTIES : Assist in performing financial planning, budgeting and reporting. Assist in managing key stakeholders, inclusive of the National Treasury, the Department of Higher Education and Training, Auditor-General of South Africa, the Public Investment Corporation and the Audit Committee, Assist to perform investment management and cash flow management functions.; Assist with budgets for Annual Performance Plans (APPs), Strategic Plans, and Operational Plans; Assist with cost centre budgets for NSF; Assist with managing of the allocation and distribution of NSF's budget; Assist with financial forecasting of NSF revenue and expenditure; Assist to perform financial reporting functions including drafting components that form part of NSF's annual financial statements' quarterly and monthly financial management reports, stakeholder financial reports and ad hoc financial management reports; Reporting accounting and financial information accurately and timeously in line with applicable legislative reporting standards of the NSF; Assist financial presentations; Perform daily, weekly, monthly and annual accounting and recording keeping functions, including processing of financial information and transactions on accounting financial systems; Prepare relevant financial workbooks; Perform monthly and annual financial closure processes; Assist in managing of external and internal auditors.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/64 : **ASSISTANT DIRECTOR: PUBLIC RELATIONS AND COMMUNICATION (REF NO: NSF27/04/2025)**

Branch: Skills Development
Component: National Skills Fund
Directorate: Public Relations and Communication

<u>SALARY</u>	:	R468 459 per annum (Level 9)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Diploma/Bachelor's Degree (NQF level 6) in Communication/Media Studies/Journalism/Marketing/Brand Management. A minimum of three (3) to five (5) years' work experience at a supervisory level in public relations and communication. Proven skills and good knowledge of the post-school education and training system will be an added advantage. This is a generalist communication position that requires an allrounder. Competencies in writing for internal and external audiences/platforms, editing and proofreading, internal communication, media relations and publication production are essential. Good computer skills. Candidates must be willing to travel extensively, work irregular hours and be committed to meet communication requirements within tight timeframes. A valid driver's license.
<u>DUTIES</u>	:	Content development for internal and external stakeholders/platforms including proactively searching for story ideas and content to highlight the work of the NSF, conducting research and interviews. Contribute towards the development and implementation of public awareness and advocacy campaigns in support of various operational areas of the NSF. Conceptualise and implement internal communication campaigns for the NSF. Ongoing review and periodic update of content for a wide range of public awareness material such as the NSF website and social media platforms. Build and sustain a positive media profile of the NSF by maintaining a professional relationship with key media contacts; updating the media contact database regularly; and drafting media statements, advisories, opinion pieces and letters to the editor. Ongoing management of media enquiries and interview requests for the NSF and ensuring that correct information is available and provided to the media. Identify and verify communication needs by engaging key internal stakeholders.
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/65</u>	:	<u>ASSISTANT DIRECTOR: SECRETARIAT (REF NO: NSF28/04/2025)</u> Branch: Skills Development Component: National Skills Fund Directorate: NSF Legal, Governance, Risk and Compliance
<u>SALARY</u>	:	R468 459 per annum (Level 9)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Diploma (NQF Level 6) in Public Administration or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory which includes identifying, monitoring governance, risk and compliance matters for medium to large organisation. Advanced experience in legal government and compliance in the government or private sector. Experience in the management of resources and of a legal and compliance department. Knowledge of the education system and pedagogy, the Post School Education Framework, Government wide Legislation, Legislative Knowledge and Prescripts including the Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, National Treasury Regulations, general knowledge of the Public Service Regulations, NSF Business Strategies and goals, NSF services, NSF business processes and value chain, NSF Policies, procedures and regulations, NSF values, goals and performance requirements. The successful candidate must be able to apply strategic thinking, apply technology, budget and financial management experience, be able to manage communication and information, good management, planning, organising, problem solving, quality management and decision-making skills. Must be able to manage projects and programmes. Must be able to engage and manage Stakeholders. Monitoring and evaluation skills. The suitable candidate must also be accountable, belief in service excellence, be collaborative with integrity, passion and commitment towards the NSF and its values. A valid driver's licence.
<u>DUTIES</u>	:	Manage and maintain official committees of the NSF. Administrative support to the secretariat. Plans the logistical arrangements of committee meetings including venues, travel and accommodation and meals where necessary. Distributes meetings minutes and documents to the appropriate stakeholders in a timely manner. Collect and collates information from stakeholders. Ensure office equipment is available and in working order. Performs any additional requests that may be received from the Secretarial Manager. Ensures that

committee packs are prepared in advance and are up to date for all members. Compile committee submissions and distribute accordingly. Take meeting minutes and distribute to committee members. Answer telephone calls and reroutes calls where necessary. Ensure sufficient capacity to achieve the objectives of the directorate. Manage the performance of employees in accordance with policies and procedures. Provide employees with the necessary information and resources to deliver on their objectives and meet the objectives of the directorate. Motivate team members and create a culture of high performance. Manage leave and related administration for direct reports. Operate within delegated authorisations. Adhere to all times to the values of the NSF. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/66 : **ASSISTANT DIRECTOR: BUSINESS INFORMATION ANALYTICS (REF NO: NSF29/04/2025)**
Branch: Skills Development
Component: National Skills Fund
Chief Directorate: Strategy, Innovation and Organisational Performance
Directorate: Organisational Performance and Reporting

SALARY : R468 459 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Diploma/ Bachelor's Degree (NQF Level 6) in Computer Science/ Business Intelligence/Information Technology, Finance, Statistics, Economics/econometrics. A minimum of three (3) to five (5) years' work experience at a supervisory level in a business intelligence or Data Scientist role. Knowledge of data analytics, dashboards, with the ability to understand and find appropriate applications for data and analysis results. Ability to read work on and support applications, reports and processes. Excellent analytical and problem- solving skills. Ability to contribute both independently and as part of a team. Excellent knowledge and experience in strategic planning, annual performance planning and reporting including financial reporting. Excellent listening, communication, interpersonal, people-engagement and presentation skills. Strong ability to develop rapport and manage stakeholder experience. Background in data warehouse design (e.g. dimensional modelling) and data mining. In-depth understanding of database management systems, online analytical processing (OLAP) and ETL (Extract, transform, load) framework, familiarity with BI technologies (e.g. Microsoft Power BI, SharePoint, Oracle BI).

DUTIES : Manage requirements for business reporting by engaging with the respective NSF stakeholders to understand reporting requirements of the NSF. Collect and consolidate business reporting requirements. Align NSF reporting requirements with NSF strategy and organisation plans. Develop and consistently improve reporting standards and templates and plans while aligning and integrating in the NSF reporting systems manually and electronically. Communicate reporting plans to relevant stakeholders. Ensure good practice regarding business reporting. Support stakeholders with handling, processing or receiving reports to identify gaps and areas for improvement. Manage the collection and interpretation of data from various internal and external sources, data analysis and report compilation. Develop business intelligence reports by collecting and consolidating reporting data. Conduct data analysis using advanced data analytics. Develop report framework and content. Validate completeness and correctness of business intelligence reports. Capacitate stakeholders and employees on the format to provide reports and properly utilise reporting data. Propose and develop appropriate metrics to enhance efficiency as the business needs change. Interpret the performance metrics for the NSF. Create deliverable templates and prepares written materials for the NSF (including but not limited to: National Skills Development Strategy, Education, Development and Training Statistics, Parliamentary and Portfolio committee reports). Work closely with financial and business analysts to develop and support reporting solutions. Integrate competitive reporting when required. Maintain the business data of the NSF. Identify development needs to improve and streamline operations and performance in line with the Strategic Plan and Annual Performance Plan and

Annual Operational Plan. Develop, evaluate and improve existing BI systems. Collaborate with teams to integrate systems. Develop and execute database queries and conduct analyses by creating visualizations and reports for requested projects. To provide research scenario modelling analysis and insights on change and effect that supports business decision-making processes, ensuring continuous improvement and insights in collaboration with research unit. Develop reporting and scenario models to gather actual/current, historic and projected data to facilitate business decision making. Manage the accuracy and completeness of master data structure and information by reviewing the master data for updates and information monthly to ensure accurate reporting and information/scenario modelling. Implementation of knowledge management policy and solutions. Participate as an active member of the directorate team. Operate within delegated authorisation. Always adhere to the values of the National Skills Fund. Prepare monthly reports and make presentations as required.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/67 : **ASSISTANT DIRECTOR: ENTERPRISE DOCUMENT MANAGEMENT AND REGISTRY (REF NO: NSF30/04/2025)**
Branch: Skills Development
Component: National Skills Fund
Directorate: Financial Management and Administration

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 9)
: Pretoria
: An appropriate Diploma/ Bachelor's Degree (NQF Level 6) in Financial Management/ Accounting or an equivalent qualification. A minimum of three (3) to five (5) years' work experience at supervisory level in document management and registry is essential. Sound knowledge in Public Financial Management Act (PFMA), Skills required: Data processing and records management. Quality management. Security management. Strategic thinking. Technical proficiency. Decision Making. Diversity Citizenship. Organisational Communication. Effectiveness. Problem Analysis. Self-Management. Team Membership. Stakeholder engagement and management. This post requires a dynamic individual, who is service delivery orientated, customer focused, maintains high integrity and can perform in a team environment. Good knowledge of the legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills and a valid driver's license. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes.

DUTIES : Manages the document management and registry office. Develops data management and record archiving collation guidelines and communicates these to the business. Maintains documents as per required compliance guidelines. Develops and maintains proper procedures for filing system, disposal of documents, opening and closing of files, proper filing of documents. Develop and review policies for the NSF in accordance with the National Archiving Act. Liaise with business to ensure that there is proper management of records. Ensure that effective security clearance standards are developed and adhered to regarding information retrieval. Manages the provision of driver and messenger services to support the NSF's day-to-day operations. Operate within delegated authorizations. Always adhere to the values of the NSF. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/68 : **ASSISTANT DIRECTOR: LEGAL, GOVERNANCE, RISK AND COMPLIANCE (REF NO: NSF31/04/2025)**
(Twelve (12) Months Contract)
Branch: Skills Development
Chief Directorate: National Skills Fund
Directorate: Legal, Governance, Risk and Compliance

SALARY CENTRE : R468 459 per annum (Level 9)
: Pretoria

REQUIREMENTS

: An LLB Degree; admission as an advocate or attorney (preferably but not a requirement); A minimum of eight (8) years post-qualification legal experience and appropriate knowledge in the following legal administration spheres: constitutional law, administrative law, interpretation of statutes, the law of contract, civil procedure, Labour law, law of evidence law of delict, commercial transactions law, post-school education and training laws. Experience in governance, risk and/or compliance in the private or public sector. Excellent knowledge and understanding of the law and Government prescripts in the PSET sector. Proven ability to provide legal advice at the senior level and interact at a high-profile level; legislation and contract drafting; ability to liaise with diverse audience range on behalf of the Department; Strong analytical skills, Communication skills (verbal and written), Conflict management, Planning and organizing, problem-solving, Computer literacy and Report writing. A valid driver's licence and willingness to travel.

DUTIES

: Assist the National Skills Fund with drafting submissions for approval by the Senior Management, the Director-General, and the Minister. Reviews key business activities to ensure compliance with standards, policies, and regulations. Ensures compliance with risk management policies, procedures, and systems. Ensures high-risk compliance and governance areas are proactively identified and mitigated. Develop an internal control register to mitigate possible risks and create awareness. Examine, evaluate, report and recommends improvements in the effectiveness of risk processes. Compile reports on the results of the internal audit process and report to the audit committee on audit findings and recommendations to ensure informed decision-making in audit-related matters. Provision of legal services support. Provide the evidence to formulate a defense or to initiate legal actions. Prepare legal opinions for committee consideration. Conducting legal research and providing legal advice including drafting legal opinions. Attending to enquiries and/or correspondence. Providing written and verbal opinions on a variety of matters pertaining to the NSF. Coordinate the management of litigation between legal advisors, external attorneys, and advocates to ensure high standards of representation of legal matters. Conduct an analysis of the legal framework to stipulate the requirements of the contract. Always adhere to the values of the NSF. Actively participate in all meetings as required. Operate within the policies, procedures, and rules of the NSF. Assist colleagues as required. This position requires a dynamic hardworking individual with deep knowledge of legislative frameworks, policies and procedures that govern the public sector, as well as practical experience in providing legal services, risk management, compliance services and governance services. Further skills and competency requirements relate to applied strategic thinking, applying technology, budgeting and financial management, excellent written and verbal communication, information management, continuous improvement, diversity management, managing interpersonal conflict and resolving problems, good planning and organizing, problem-solving and decision making, project management, team player, creative thinking, decision making, problem analysis, negotiation, quality management, computer skills; research and policy formulation skills; presentation skills; analytical. The incumbent must be service delivery orientated, customer-focused, maintain integrity and be able to work in a team environment. Good knowledge of the post-school education and training system will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meeting deadlines within tight timeframes. Candidates must be confident, trustworthy, accurate and adaptable, and must have integrity. The successful candidate will have to annually disclose his/her financial interests.

ENQUIRIES

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/69

: **ASSISTANT DIRECTOR: DEMAND, ACQUISITION AND CONTRACTS – (REF NO: NSF32/04/2025)**
(Twelve (12) Months Contract)
Branch: Skills Development
Component: National Skills Fund
Directorate: Supply Chain Management

SALARY CENTRE

: R468 459 per annum (Level 9)
: Pretoria

REQUIREMENTS

: An appropriate Diploma/ Bachelor's Degree (NQF Level 6) in Supply Chain Management (SCM) or related qualification in the related field. A minimum of three (3) to five (5) years' work experience at a supervisory level (SL7/8) in Supply Chain Management. Knowledge of procurement and business practices. Ability to establish and manage demand systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of Human Resources (HR) management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Ability to control and manage the acquisition of services and demand plan of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Perform in-house training for subordinates. Skills and competencies: advanced skills in policy formulation; advanced negotiation skills; adequate skills in computer use; advanced skills in financial; advanced skills in respect of formal presentation and public speaking; negotiation skills. Management and project management. Good interpersonal relations; relationship management; stakeholder engagement; public relations; research; strategic capability and leadership. Programme and project management; financial management; change management; knowledge management; service delivery innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus.

DUTIES

: Participate in the research and needs analysis for the department. Update and provide report on the procurement plan. Ensure an effective SCM performance management system is developed and implemented in accordance with departmental policies and procedures and applicable legislative. Develop and review the Departmental Preferential Procurement Regulation and when required. Report on supply chain management information as required to internal and external stakeholders. Enhance the database and align it to National Treasury circulars and practice notes. Facilitate Acquisition Management in compliance with SCM legislations, prescripts and sound corporate governance. Ensure that all bids received and awarded are published on DHET/NSF website, Government Tender Bulletin and media. Monitor the opening and closing of bid box. Ensure proper recording of bid proposals received. Ensuring that checking of compliancy of every bid received is correct. Ensure that project managers are informed timeously to arrange BEC meetings. Ensure the correctness of the goods and services in order to mitigate DFFE procurement risk and audit exposure. Confirm the procurement of bids above R1,000,000.00 within 120 days. Provide monthly B-BBEE status report on bids awarded. Confirm the procurement of bids below R1,000,000.00 within 40 days. Submit all mandatory reports to the Deputy Director (DD), tender register, bids implementation register, contract report etc. Timely and relevant supply chain information reported to relevant stakeholders in compliance with departmental policies and procedures and applicable legislative requirements. Manage contracts irrespective of the value.

ENQUIRIES

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/70

: **ASSISTANT DIRECTOR: INTERNAL AUDIT (REF NO: NSF33/04/2025)**
(Twelve (12) Months Contract)
Branch: Skills Development
Component: National Skills Fund
Directorate: Internal Audit

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum (Level 9)
: Pretoria
: An appropriate Diploma/ Bachelor's Degree (NQF Level 6) in Internal Auditing or related qualification. Registration with a professional body, designation such as Internal Audit Technician or Professional Internal Auditor will be an added advantage. A minimum of four (4) years' experience in internal audit. Minimum of three (3) to five (5) years' experience at a supervisory level. Experience in specialised audits such as Information Technology auditing and/or forensic auditing will be an added advantage. Sound knowledge of International Standards for Professional Practice of Internal Auditing, Internal Audit Methodology, Risk Management principles, Public Finance Management Act (PFMA) and National Treasury Regulations, National Treasury Internal Audit Framework, Public Service Regulations (PSR) Public Service Act (PSA),

Labour Relation Act, Employment Equity Act, Basic Conditions of Employment Act (BCEA), Occupational Health and Safety standards and Generally Recognised Accounting Practice. Good knowledge of public service mandates and strategies, and in particular the post school education and training system, will be an added advantage. Project Management and ability to meet deadlines. Good verbal and written communication skills, problem solving skills, analytical skills and attention to detail. Good interpersonal skills and ability to interact at all levels and ability to work in a team. Computer literacy, including experience with Microsoft Office. Administration, planning and organising skills. Supervision, coaching, training and motivation of team members. Ability to work under pressure. A valid driver's licence and willingness to travel.

DUTIES

: Provide input in the development of the annual internal audit plan and rolling three (3) year plan. Perform and/or review planning, execution, and reporting of internal audits as per the approved Internal Audit Plan and in accordance with the Institute of Internal Auditors (IIA) standards and best practice. Complete and/or review audit working papers of high quality in accordance with the Internal Audit methodology of the NSF. Draft and/or review internal audit findings. Drafting of internal audit reports. Obtaining management comments and finalize the report within agreed timelines. Perform follow up audits on internal audit and/or external audits. Assist with queries of fraud, compliance or performance put forward to the internal audit directorate, and assist with compiling of fraud, compliance and performance audits where required. Compile and/or review an indexed and audit file for each audit conducted, according to quality procedure and policy requirements. Meet deadlines for submissions. Examine and execute the effectiveness and efficient use of resources. Review current audit systems and processes to recommend improvements to enhance effectiveness. Flag audit risks and breakdowns in the internal control environment. Contribute to raising awareness of the internal audit directorate unit by engaging with stakeholders. Compile and review regular time sheets. Supervision, coaching, training and motivation of team members. Prepare progress and audit reports for management. Assists the supervisor in the performance of internal audit reviews. Monitor time and progress on projects and report to Deputy Director. Provide administrative support to the Internal Audit Directorate, including secretariat support to the Audit Committee, when assistance is required. Keep abreast with global trends and best practice. Adhere at all times to the values of the National Skills Fund. Operate within the policies, procedures and rules of the National Skills Fund.

ENQUIRIES

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/71

: **SENIOR GRAPHIC DESIGNER (REF NO: NSF34/04/2025)**
(Twelve (12) Months Contract)
Branch: Skills Development
Component: National Skills Fund – PR & COMMS

SALARY CENTRE REQUIREMENTS

: R397 116 per annum (Level 8)
: Pretoria
: An appropriate Diploma (NQF level 6) in the field of Graphic Design from a reputable and recognized tertiary institution. A minimum of three (3) years relevant experience in the field of advertising and Graphic Design. Agency experience will be advantageous. Knowledge of the Adobe Creative Suite (Photoshop, Illustrator, InDesign etc.). Portfolio submitted demonstrating relevant experience in designing marketing collateral (i.e. posters/flyers, brochures, banners, newsletters etc.), artwork for digital platforms (social media and website), and/or corporate publications. Advanced understanding of how to keep visual consistency across different mediums. Strong business acumen with excellent communication skills, highly organised and meticulous. Strong administrative and time management skills. Attention to detail. The successful candidate is expected to be a proactive individual with good time management, interpersonal and communication skills to be able to deal with people from a wide range of backgrounds and levels of seniority. The incumbent must be willing to undergo screening for a security clearance. Shortlisted candidates must be prepared to present their portfolio of evidence.

DUTIES

: The position forms of the Directorate: Public Relations and Communication based in Pretoria. The scope of the work of the successful candidate will include, but not be limited to conceptualising and developing visual concepts

and designs that align with the NSF's objectives, brand identity and project requirements. This involves brainstorming ideas, sketching concepts and using design software to produce high-quality designs. Taking ownership of design projects from start to finish. This includes collaborating with business units to understand their requirements, establishing project timelines, managing resources and ensuring timely delivery of design solutions. Maintaining the brand identity for NSF and developing guidelines for funded projects/internal campaigns. Maintaining and ensuring appropriate use of logos, typography, colour schemes and other visual elements. Working closely with other marketing and communication professionals, and NSF business units to ensure effective communication and collaboration throughout the design process. Ensuring that final designs meet high standards of quality and accuracy. Reviewing and proofreading designs, preparing design files for print or digital publication and conducting quality checks to ensure designs are visually appealing and error-free.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/72 : **PRACTITIONER: FINANCE (PAYMENTS) (REF NO: NSF35/04/2025)**
Branch: Skills Development
Component: National Skills Fund

SALARY : R325 101 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENT : An appropriate Diploma (NQF Level 6) in Financial Management/ Accounting or related qualification. A minimum of one (1) to two (2) years' work experience in financial management. Knowledge of Public Service and NSF mandates and strategies. Knowledge of Government wide legislation. Legislative Knowledge and prescripts, knowledge of NSF services. Knowledge of NSF policies, procedures and regulations. Knowledge of customer services values, NSF goals and performance requirements. Skills required: processing and records management, quality management, technical proficiency, excellent communication, interpersonal and writing skills, computer literate, Microsoft office proficient, strong administrative, organisational and general office management skills, time management skills, Planning and organising skills.

DUTIES : Receive all creditor invoices (centrally), scan and log invoices received against order raised on the system and check whether budget is available for payment (daily). Perform preliminary safety-web check daily. Notify creditor and/or responsible NSF manager daily where invoice does not contain an order number or where there is no budget available or with regards to incorrect banking details because of safety-web. Prepare payment requisitions and notify and follow-up with responsible NSF managers for approval, adjustment or rejection of creditor invoices as per payment requisition daily. Notify SCM on the rejection of creditor invoices to resolve the matter with responsible NSF managers and creditors daily. Perform final safety-web check prior to capturing payment daily. Capture approved invoices for payment on the financial system against correct expense items and against correct creditors daily. Back-up for other Junior Finance Officer(s). Receive all project creditor invoices (quarterly or monthly reports) (centrally) via the system daily. Perform safety-web check daily. Notify creditor and / or responsible NSF manager with regards to incorrect banking details because of safety-web on a daily basis. Participate as an active member of the Directorate Adhere at all times to the values of the NSF. Actively participate in all meetings as required. Operate within the policies, procedures and rules of the NSF.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/73 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: STRATEGY, INNOVATION AND ORGANISATIONAL PERFORMANCE (REF NO: NSF36/04/2025)**
Branch: Skills Development
Component: National Skills Fund

SALARY : R325 101 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Diploma (NQF Level 6) in office management, secretarial or related qualification. A minimum of three (3) years' work experience in

rendering administrative and secretarial support. The ideal candidate should have good telephone etiquette, be computer literate, be able to do research and do analysis of documents and situations. The ideal candidate should be conversant with the public service delivery and management issues. Skills Development Act, Skills Development Levies Act, National Skills Development Strategy. Treasury Regulations and working knowledge of the Public Finance Management Act, South African Qualification Authority Act, National Qualification Framework (NQF). The individual should have basic knowledge of financial administration. Language skills, and written and verbal communication skills, Organization and Prioritization Skills. Good people skills, Reliable, Tact and discretion, well- groomed and self- motivated. Confidentiality Attention to detail, work well under pressure, Analytical, Be proactive, Excellent Communication and Minute-taking presentations. Special requirements: willing to work overtime, as and when needs arise or deemed necessary. Willing and able to assist in the office of other senior managers as and when arise or deemed necessary. Skills: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, and general office management. Time Management, Planning and Organizing, Ability to act with discretion. Neat and tidy in the work environment and on the personal appearance.

DUTIES

: Provide a secretarial and administrative support service to the Manager. Arranging meetings, manage diary, logistical arrangements as required. Type letter, submissions, memorandums, reports, and open mail (performs advanced typing work). Answering and screening all calls, directing, or attending to those not required to be attended to by the Manager. Check in/out-tray on daily basis and make sure the Manager attends to urgent issues. Tracking of Submissions/Memorandums routed from/via the manager's office. Render a general secretarial and office auxiliary service that includes arranging air, rail and road bookings and accommodation for the Manager. Provides Support to the Manager with the administration of the Manager's Budget. Provides support to the manager regarding meetings. Monitor resolutions taken at management meetings and inform the manager on progress made. Operates and ensures that office equipment, e.g. Fax Machines and photocopiers are in good working order. Records the engagements of the Senior Manager. Coordinates with and sensitizes/advises the Senior Manager regarding meetings engagements. Compiles realistic schedules of appointments, Ensures the effective flow of information and documents to and from the office of the Senior Managers. Ensures the safekeeping of all documentation in the office of the Senior Manager in line with relevant legislation and policies. Obtain inputs, collates, and compiles reports, e.g. Progress reports/Monthly Reports/ Managements Reports. Scrutinize routine submissions/reports and make notes and or recommendations for the Director. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Does filling of documents for the Senior Manager and the unit where required. Collects, analyses and collates information requested by the Manager. Clarifies notes and instructions on behalf of the Manager. Ensures the travel arrangements are well coordinated. Prioritizes issues in the office of the Manager. Manages the attendance, leave register and telephone accounts for the unit. Handles the procurements standard of items like stationery, refreshments etc. for activities for the Manager and the unit. Obtains the necessary signatures on documents like procurements advice and monthly salary reports. Provides support to the Manager regarding meetings. Scrutinizes documents to determine actions/information/other documents required for the meeting. Collect and compiles all necessary documents for the manager to inform him/her on the contents. Records minutes/decisions and communicates them to relevant role-players, follows up on progress made. Coordinates logistical arrangements for the meetings when required. Collects and coordinates all the documents that relate to the manager's budget. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure an efficient and effective support to the Senior Manager. Remains abreast with the procedures and processes that apply in the office of the Manager.

ENQUIRIES

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

<u>POST 14/74</u>	:	<u>ADMINISTRATIVE ASSISTANT: REGIONAL SDI KZN (REF NO: NSF37/04/2025)</u> Branch: Skills Development Component: National Skills Fund
<u>SALARY</u>	:	R325 101 per annum (Level 7)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Diploma (NQF Level 6) in office management, secretarial or related qualification. A minimum of three (3) years' work experience in rendering administrative and secretarial support. The ideal candidate should have good telephone etiquette, be computer literate, be able to do research and do analysis of documents and situations. The ideal candidate should be conversant with the public service delivery and management issues. Skills Development Act, Skills Development Levies Act, National Skills Development Strategy. Treasury Regulations and working knowledge of the Public Finance Management Act, South African Qualification Authority Act, National Qualification Framework (NQF). The individual should have basic knowledge of financial administration. Language skills, and written and verbal communication skills, Organization and Prioritization Skills. Good people skills, Reliable, Tact and discretion, well- groomed and self- motivated. Confidentiality Attention to detail, work well under pressure, Analytical, Be proactive, Excellent Communication and Minute-taking presentations. Special requirements: willing to work overtime, as and when needs arise or deemed necessary. Willing and able to assist in the office of other senior managers as and when arise or deemed necessary. Skills: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, and general office management. Time Management, Planning and Organizing, Ability to act with discretion. Neat and tidy in the work environment and on the personal appearance.
<u>DUTIES</u>	:	Provide a secretarial and administrative support service to the Manager. Arranging meetings, manage diary, logistical arrangements as required. Type letter, submissions, memorandums, reports, and open mail (performs advanced typing work). Answering and screening all calls, directing, or attending to those not required to be attended to by the Manager. Check in/out-tray on daily basis and make sure the Manager attends to urgent issues. Tracking of Submissions/Memorandums routed from/via the manager's office. Render a general secretarial and office auxiliary service that includes arranging air, rail and road bookings and accommodation for the Manager. Provides Support to the Manager with the administration of the Manager's Budget. Provides support to the manager regarding meetings. Monitor resolutions taken at management meetings and inform the manager on progress made. Operates and ensures that office equipment, e.g. Fax Machines and photocopiers are on good working order. Records the engagements of the Senior Manager. Coordinates with and sensitizes/advises the Senior Manager regarding meetings engagements. Compiles realistic schedules of appointments, Ensures the effective flow of information and documents to and from the office of the Senior Managers. Ensures the safekeeping of all documentation in the office of the Senior Manager in line with relevant legislation and policies. Obtain inputs, collates, and compiles reports, e.g. Progress reports/Monthly Reports/ Managements Reports. Scrutinize routine submissions/reports and make notes and or recommendations for the Director. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Does filling of documents for the Senior Manager and the unit where required. Collects, analyses and collates information requested by the Manager. Clarifies notes and instructions on behalf of the Manager. Ensures the travel arrangements are well coordinated. Prioritizes issues in the office of the Manager. Manages the attendance, leave register and telephone accounts for the unit. Handles the procurements standard of items like stationery, refreshments etc. for activities for the Manager and the unit. Obtains the necessary signatures on documents like procurements advice and monthly salary reports. Provides support to the Manager regarding meetings. Scrutinizes documents to determine actions/information/other documents required for the meeting. Collect and compiles all necessary documents for the manager to inform him/her on the contents. Records minutes/decisions and communicates them to relevant role-players, follows ups on progress made. Coordinates logistical arrangements for the meetings when required. Collects and coordinates all the documents that relate to the manager's budget.

		Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure an efficient and effective support to the Senior Manager. Remains abreast with the procedures and processes that apply In the office of the Manager.t
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/75</u>	:	<u>ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT (REF NO: NSF38/04/2025)</u> Branch: Skills Development Component: National Skills Fund Directorate: Financial Management and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 7)
	:	Pretoria
	:	An appropriate Diploma (NQF Level 6) in Public Management/Administration, Office Management and Technology or related qualification. A minimum of two (2) years' work experience in providing messenger, facilities, maintenance, assets and general administration support. The prospective candidate should be pro-active, effective, and self-confident and be able to work in a diverse team. Further skills requirements relate to technical proficiency, communication and information management, administrative organising, problem-solving and analysis, report writing, quality management, budgeting and financial management, and stakeholder engagement/management. The incumbent must be client orientated, customer-focused, responsive, and be able to perform in a team environment. Good computer skills are required. candidates must be willing to travel when required. Candidates must also be committed to meeting deadlines within tight timeframes and A valid driver's licence.
<u>DUTIES</u>	:	To provide messenger services and facilities management support to the NSF. Collect and deliver documents in line with requests required destinations. Ensure proof of delivery is obtained. Collect registered and other mail from the post office or the department daily. Ensure that collected documents are distributed in the NSF daily. Ensure authorisation of travel costs by departmental head. Adhere to internal policies and procedures. Deliver and collect legal documents are delivered on time. Record proof of delivery of legal documents. Collect and drive delegations from other countries to the required destinations. Operate both light and heavy motor vehicle. Update the logbook of vehicle used daily for proper recording of mileage. Coordinate boardroom bookings and arrange for the provision of tea and coffee. Assist in planning and setting up meetings and teleconferences. Complete facilities workbooks. Cleaning services workbooks. Hygiene services workbooks. Security services and system workbooks. Facilities and maintenance workbooks. Parking rental workbooks. Telephone and fax workbooks. Monitor cleaning and hygiene service provided for facilities. Monitor security services provided by facilities. Monitor parking facilities. Assist to all requests, queries and complaints related to facilities, security and parking. Perform routine facilities repairs and maintenance checks. Perform routine facilities security services and system checks. Perform routine facilities cleaning and hygiene checks. Monitor facilities usage across the NSF. Perform routine facilities checks related to Occupational Health and Safety requirement. Perform first aid when required. Ensure that evacuation drills are performed on a regular basis. Always adhere to the values of the NSF. Actively participate in all meetings as required. Operate within the policies, procedures and rules of the NSF.
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/76</u>	:	<u>ADMINISTRATIVE ASSISTANT BURSARIES (REF NO: NSF39/04/2025)</u> Branch: Skills Development Component: National Skills Fund
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 7)
	:	Pretoria
	:	An appropriate Diploma (NQF Level 6) in Public Administration or related qualification. A minimum of three (3) years relevant work experience. Knowledge of Public Service and NSF mandates and strategies. Skills required: Excellent communication, interpersonal and writing skills. Computer

literate, Microsoft office proficient, strong administrative, organizational and general office management, time management, planning and organizing. Ability to act with discretion. Neat and tidy in the work environment and on the personal appearance.

DUTIES

: Schedule appointments and maintain an electronic diary. Ensure that legislative dates are documented on the diary and that constant reminders are sent out to ensure compliance with due dates. Coordinate business travel and accommodation as required. Plan, prepare timeously relevant documentation for meetings and arrange venues and refreshments as required and record proceedings of meetings. Record messages in detail and convey promptly to Chief Directorate or Directorate. Prioritise work received from the Chief Directorate or Directorate. Type correspondence, reports, minutes, presentations, spreadsheets and related material from Dictaphone or handwritten notes. This involves working on Word, Excel and PowerPoint. Plan, prepare for and record proceedings of meetings. Prepare documents and distribute information/documents as requested by the Chief Directorate or Directorate in hard copy or electronically e.g. prepare distribution packs for meetings. Source information as requested by the Chief Directorate or Directorate. Receive and register incoming mail and documents and distribute within the Chief Directorate or Directorate as required. Stock control of office stationery. Perform administrative tasks related to expense claims. Make photocopies, scan documents, file documents electronically in a logical order and receive or send facsimiles. Maintain an appropriate filing system (manual and computerised) for the Chief Directorate or Directorate. Ensure all files are always readily accessible and retrievable. Maintain a pending system to diarise documents for future action. Register the movement and file all documents that is entering or leaving the offices of the Chief Directorate or Directorate. Track and follow up on documents that were sent from the Chief Directorate or Directorate that requires action or approval. Perform other administrative support functions. Always adhere to the values of the NSF. Act professionally as the contact person of the Chief Directorate or Directorate. Actively participate in all meetings as required. Operate within the policies, procedures and rules of the NSF. Guide, teach, and provide transfer of skills to equip interns to perform the administrative assistant duties.

ENQUIRIES

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/77

: **SECRETARY (REF NO: NSF40/04/2025)**
Branch: Skills Development
Component: National Skills Fund
Directorate: Human Resources Management and Development

SALARY CENTRE REQUIREMENTS

: R228 321 annum (Level 5)
: Pretoria
: An appropriate National Senior Certificate (Grade 12) / National Certificate (Vocational) NQF Level 4 certificate. An appropriate Diploma/Bachelor's Degree in Public Administration/Management or a related qualification will be an added advantage. A minimum of one (1) to 2 (two) years of relevant experience in office management and administration within a Human Resource Management and Development environment. Knowledge and understanding of applicable HR legislation and procedures. Good planning and organising skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel).

DUTIES

: The successful candidate will perform the following duties: Schedule appointments and maintain an electronic diary. Ensure that legislative and/ or other important dates are documented in the diary and that constant reminders are sent out to ensure compliance with due dates. Coordinate business travel and accommodation as required. Plan, prepare, timeously relevant documentation for meetings and arrange venues and refreshments as required and record proceedings of meetings. Record messages in detail and convey them promptly to the Human Resources Directorate. Prioritise work received from the Human Resources Directorate. Type correspondence, reports, minutes, presentations spreadsheets and related material from proceedings or handwritten notes. This involves working on Word, Excel, and PowerPoint. Plan, prepare for and proceed with meetings. Prepare documents and distribute information/ documents as requested by the Human Resources Directorate in hard copy or electronically e.g., prepare distribution packs for

meetings. Source information as requested by the Human Resources Directorate. Receive and register incoming mail and documents and distribute them within the Human Resources Directorate as required. Stock control of office stationery. Perform administrative tasks related to expense claims. Make photocopies, scan, documents, and file documents electronically in a logical order. Maintain an appropriate filing system (manual and computerised) for the Directorate. Ensure all files are always readily accessible and retrievable. Maintain a pending system to diarise documents for future action. Register the movement and file all documents that are entering or leaving the offices of the Directorate. Track and follow up on documents that are entering or leaving the offices of the Directorate. Track and follow up on documents that were sent from the Directorate that require action or approval. Perform other administrative support functions.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/78 : **SENIOR ADMINISTRATION CLERK: LEGAL (REF NO: NSF41/04/2025)**
(Twelve (12) Months Contract)
Branch: Skills Development
Component: National Skills Fund – Pr & Comms
Branch: Skills Development
Component: National Skills Fund
Directorate: Legal, Governance, Risk and Compliance

SALARY : R228 321 per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12) or National Certificate (Vocational) NQF Level 4. An appropriate Diploma/Bachelor's Degree in law will be an added advantage. The incumbent must have at least 2 (two) years relevant work experience. The incumbent should be creative, proactive and highly motivated individual with good time-management and organisational skills. Excellent interpersonal and communication skills are required to deal with people at all levels in the Department and the incumbent must have experience in the use of computer applications such as MS Word, Excel, Outlook, and PowerPoint.

DUTIES : The scope of the work of the successful candidate will include, assisting legal officers with admin work relating to legal and risk management. Draft agreements, service level agreement, legal opinions, legal advice. Conduct research. Prepare reports. Prepare S&T and cell phones claims. Prepare travel documents. Assisting with updating the risk management documentation.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/79 : **RECEPTIONIST (REF NO: NSF42/04/2025)**
Branch: Skills Development
Component: National Skills Fund
Directorate: Financial Management and Administration

SALARY : R193 359 per annum (Level 4)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12) / National Certificate (Vocational) NQF Level 4 certificate. An appropriate Diploma/Bachelor's Degree in Public Administration/Management or a related qualification will be an added advantage. A minimum of one (1) to 2 (two) years relevant work experience as a receptionist or switchboard operator. Excellent planning and organising skills, interpersonal and decision-making skills. Good written and verbal communication skills. Client-orientation focus and customer care skills. Good computer literacy (MS Word and Excel).

DUTIES : Monitor NSF telephone and direct callers and answer telephone calls in an appropriate and professional manner. Keep the NSF internal directory up to date. Direct calls to appropriate staff members or departments. Take messages and relay them to the appropriate staff member. Respond to enquiries and queries. Ensure that complex queries are referred to the back office and other relevant staff members to deal with. Ensure visitors are directed correctly. Monitor entry access into premises. Receive, attend to and direct visitors to the appropriate office or staff member they are visiting. Ensure visitors have signed in and issue them with a visitor's sticker. Ensure that relevant staff members

are informed of visitors. Act and respond in a presentable manner, being the face of the entry. Monitor and ensure reception areas and meeting areas are kept neat and quiet. Ensure that pamphlets, brochures, and other relevant information is available for visitors (including removal of outdated information from public spaces). Coordinate the booking of boardrooms/ meeting rooms and parking. Assist with escalating complex queries from the website and social media pages (including tracking of queries up to resolution) Assist with ad hoc office admin duties, sending faxes, photocopying, and filing. Provide first aid when required.

ENQUIRIES

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

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** : 14 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.

MANAGEMENT ECHELON

- POST 14/80** : **DIRECTOR: TRIBUNAL AND QUASI JUDICIARY: REF NO: 25/41/CA**
This is Re-Advertisement: Applicants Who Previously Applied Are Encouraged To Re-Apply)
- SALARY** : R1 216 824 – R1 433 355 per annum. (All inclusive remuneration package).
The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An LLB/ Social Sciences/ Research/ Public Management at (NQF level 7) as recognized by SAQA A minimum of 5 years of experience at middle/ senior managerial; Nyukela Certificate (Certificate for entry into Senior Management Service from School of Government); Knowledge and understanding of Tribunals, Commissions of Enquiry, Committees establishments, court demarcations and local government arrangement and South African Court System; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act; Knowledge of Administration, Statistical and Legal Processes. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the provision of legal processes for the establishment and management of quasi judiciary; Manage the provision of legal processes for the establishment of specialized courts; Manage the provision of legal processes for the court demarcation; Manage human, financial and other resources.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms. B Musekwa Tel No: (012) 315 1038
	:	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.
<u>POST 14/81</u>	:	<u>DIRECTOR: LEGAL ADMINISTRATION AND ADVOCACY; REF NO: 24/47/FS</u>
	:	(This Is a Re-Advertisement; Applicants Who Previously Applied Are Encouraged to Re-Apply)
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum. (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office Legal Services: Free State
	:	An LLB or an appropriate Legal or Law Degree (NQF level 7) as recognized by SAQA; A post graduate qualification in Law or Legal will be an added advantage; 6 years' experience in the field of Law, court administration/management environment of which 5 years should be at middle/senior managerial level; Nyukela Certificate (Certificate for Entry into the Senior Management Service from the National School of Government); Knowledge and understanding of Public Finance Management Act (PFMA), Public Service Regulations, Treasury Regulations etc; Knowledge and understanding of the Constitution, Constitutional law cases, criminal, civil and family cases. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
<u>DUTIES</u>	:	Key Performance Areas: Manage the provision of legal administration and statutory appointment; Manage family law services (Maintenance, Child Justice and Intermediary); Manage language and interpreting services in provinces; Facilitate the promotion and awareness of justice related services; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N. Dywili Tel No: (051) 407 1847
	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, BLOEMFONTEIN, 9300 or hand deliver to Physical Address 108 Corner St Andrew Street, BLOEMFONTEIN, 9301.
<u>NOTE</u>	:	Preference will be given to women and people with disability.

OTHER POSTS

<u>POST 14/82</u>	:	<u>DEPUTY DIRECTOR: STUDY ASSISTANCE; REF NO: 25/38/CS</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An NQF level 6 qualification as recognized by SAQA in Human Resource Management/Human Resource Development/Management of Training/Industrial Organizational Psychology; A minimum of 3 years' experience at managerial (Assistant Director) level in Human Resource Development environment; Knowledge of Performance Management Systems, Skills Development Act, Skills Levy Act, Adult Basic Education and Training Act, Employment Equity Act, Basic Conditions of Employment Act, Departmental Bursary Schemes; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate the implementation of skills development programmes; Coordinate the implementation of Internship and Learnership programmes; Coordinate the implementation of study assistance programmes;

		Coordinate and monitor the payments process for the programmes; Develop and maintain partnerships with relevant stakeholder; Monitor and evaluate the effectiveness of the programmes; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A. Van Ross Telo No: (012) 315 1094
	:	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
<u>POST 14/83</u>	:	<u>ASSISTANT DIRECTOR: REPORTING; REF NO: 25/39/FMS</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An NQF level 7 in Financial Management/Financial Accounting as recognized by SAQA; A minimum of 3 years' relevant experience in Financial environment of which 2 years must be at supervisory level; Knowledge and understanding of the Supply Chain Management Framework and acquisition practices; Knowledge of Treasury Regulations, research, monitoring, evaluation and Policy development. Skills and Competencies: Computer literacy (MS Word, Excel, PowerPoint, Outlook); Budgeting and financial management; Planning and organizing skills; Research and analytical skills; Good interpersonal relations; Communication (written and verbal) skills; Research and analytical skills; Problem analysis; Report writing skills
<u>DUTIES</u>	:	Key Performance Areas: Report on financial statements and information management; Render financial audit services in the unit; Monitor the facilitation of audit action plan development services in the unit; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A. van Ross Tel No: (012) 315 1094
	:	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.
<u>POST 14/84</u>	:	<u>ASSISTANT STATE ATTORNEY (GRADE 1 LP 3) REF NO: 10/2025/SA/WC</u>
<u>SALARY</u>	:	R377 523 – R406 131 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of The State Attorney, Cape Town
	:	An LLB or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal/litigation experience; Admittance as an Attorney; Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Interview techniques; Problem solving and analysis; Planning and organising skills; Client orientation and customer focus; Communication (written and verbal); Service Delivery Innovation; Honesty and integrity; Knowledge management; Decision making; Creative thinking; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Koopman Tel. (021) 462 5471
	:	Please forward your application to: Provincial Head: Private Bag X 9171, CAPE TOWN, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
<u>FOR ATTENTION</u>	:	Ms P Paraffin
<u>POST 14/85</u>	:	<u>TRAINING OFFICER: SKILLS DEVELOPMENT REF NO: 25/40/CS (03 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An NQF level 6 qualification as recognized by SAQA in Human Resource Management/ Human Resource Development/ Management of Training/ Industrial Organisational Psychology as recognized by SAQA; A minimum of 2 years' experience in human resource development environment; Knowledge of Performance Management System, Skills Development Act, Levy Act, Adult Basic Education and Training Act, Employment Equity Act, Basic Condition of Employment Act, Departmental Bursary Schemes; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act and Government initiatives and decisions. Skills and Competencies: Creative thinking; Citizen service orientation; Decision making; Diversity citizenship; Organisational communication effectiveness; Problem analysis; Time management; Teamwork; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Implement skills development programmes; Implement learnership and internship programmes; Implement study assistance programmes; Facilitate the process of bursary payments; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A. Van Ross Tel No: (012) 315 1094
	:	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.
<u>POST 14/86</u>	:	<u>SENIOR COURT INTERPRETER: REF NR: 84/24/NC/DAR</u> (This Is a Re- Advertisement, Applicants Who Previously Applied Are Encouraged To Re-Apply)
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	De Aar Magistrate Office
	:	A Grade 12 and ten years practical experience in court interpreting or National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and Minimum of three years practical experience in court interpreting; Proficiency in English and one or more indigenous languages (Afrikaans & IsiXhosa); Driver's license will be an added advantage; (Applicants will be subjected to a technical test). Skills and Competencies: Good communication skills (verbal and written); Computer literacy (Ms Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate /Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecutors; Facilitate the sourcing of foreign language interpreters in consultation with the Prosecutor; Perform Specific line and administrative Support Functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M. Mokgola Tel No: (053) 802 1300
	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. or hand delivers at the New Public Building, (Magistrates Court), Corner Knight and Stead Streets, 7th floor, Kimberley, 8301

NATIONAL SCHOOL OF GOVERNMENT (NSG)

The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions.

- APPLICATIONS** : Applications can be submitted by email to the relevant email address indicated by quoting the relevant reference number provided on the subject line or (2) hand-delivered to the ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria, or (3) via postal mail to: The Principal: National School of Government, Private Bag X759, Pretoria, 0001. Applicants are encouraged to submit their applications electronically. For Attention and Enquiries: Kindly contact Mr Mpho Mugodo (012) 441 6017 or Mr Thabo Ngwenya (012) 441-6108.
- CLOSING DATE** : 15 May 2025 at 16h00
- NOTE** : Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. In terms of the employment equity targets, preference will be given to African Males, Coloured Males and people with disabilities. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution. Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Shortlisted candidates will be subjected to a technical exercise for the post (s). All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for appointment of the SMS posts. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>

MANAGEMENT ECHELON

- POST 14/87** : **CHIEF ECONOMIST AND HEAD OF RESEARCH REF NO: NSG 05/2025**
Job Purpose: To lead, design, and oversee economic research, policy analysis, and market intelligence, as well as drive the implementation of the NSG's research agenda, capacity-building initiatives, and strategic representation in relevant government forums
- SALARY** : R1 436 022 - R1 716 933.per annum, an inclusive remuneration package commencing at (Level 14
- CENTRE** : Pretoria.
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification (NQF Level 7) in Economic Management, Data Sciences, or a related field with a specialization in Applied Economics, Behavioral Economics, Public Economics, Policy Analysis, Statistics, Development Economics, or another relevant discipline that demonstrates advanced knowledge and practical application of economics will

be considered. A post-graduate qualification (NQF level 9 or 10) with demonstrable research capability will be an added advantage. Faculty affiliation with senior lecturer or Associate Professor level will give candidates a competitive edge. The successful applicant will be subjected to security vetting at an appropriate clearance level for senior managers. Experience: Extensive proven and relevant experience, of which five (5) years must be at a senior management level, in applied economic research, modelling, capacity building and project management. Experience in leading and managing research projects and teams, preferably in an academic, research or public sector context. Demonstrated ability to conduct high-level research and analysis, formulate policies based on research outcomes, and provide strategic advice to senior management. Experience in academic writing, publishing of papers, management of journals and presentation. Experience working in higher and further education environments. Knowledge: In-depth understanding of macroeconomic principles, fiscal policy, and public economics. Knowledge of relevant public sector legislation, including the Public Service Act, Public Finance Management Act, and other regulatory frameworks. Proficiency in both qualitative and quantitative research techniques, particularly in economic and policy-related studies. In-depth knowledge of and experience in research, knowledge, information and data management. In-depth knowledge of public sector landscape and capacity building needs. Knowledge of professional bodies and regulatory body requirements (e.g., South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). In-depth theoretical and practical knowledge of best practice and cutting-edge research methodologies. Skills: Advanced theoretical and practical knowledge of research as a discipline, preparing datasets for quantitative and qualitative data analysis. Knowledge of broad analytical techniques, such as statistics and econometrics, as well as mathematical and operations research tools. Ability to analyse and draw reasonable inferences from the analyses of financial and economic data. Advanced knowledge to develop and validate research instruments/methods. Advanced knowledge of data warehousing and mining. Advanced knowledge of multi-disciplinary research and research environments. Ability to integrate, interrogate and interpret knowledge and information. Knowledge in skills assessments and identifying training needs. Proven advanced writing, proofreading and editing skills. Academic research and publications, use of plagiarism checking tools. Competencies: Must be able to provide a vision, set the direction for the business unit and inspire others to deliver on the organisational mandate. Must be able to plan, manage, monitor and evaluate specific activities to deliver the desired outputs. Must be able to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes in accordance with generally recognised financial practices to ensure the achievement of strategic organisational objectives. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with curricular trends. Ability to multi-task and organise, prioritise and follow multiple projects and tasks through to completion with attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions, take appropriate action, and resolve conflicts using independent judgment and decision-making. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty, detail-oriented, creative and innovative, ability to work under pressure. Domestic and international travel and work extended hours when required. Preference will be given to African Females, Youth, African and Coloured Males and people with disability in accordance with our employment equity requirements.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Develop and implement the NSG's research agenda to address economic and public policy priorities. Represent the NSG in Economic Cluster forums, providing expert economic input and enhancing the institution's strategic positioning. Oversee the analysis of socio-economic policies and advise on capacity development interventions to improve public sector performance. Collaborate internally to support curriculum design with content, particularly in economics, based on research-driven insights. Produce high-quality research reports, policy briefs, and economic analyses for stakeholders. Manage and oversee collaborative research initiatives with academic institutions and government

departments. Lead the development and use of economic models to forecast fiscal trends, labour market shifts, and policy impacts globally and locally. Conduct scenario planning to inform the future of the South African public sector and the NSG's long-term strategy and public sector development initiatives. Monitor and report on economic indicators relevant to public governance and adjust strategies accordingly. Provide expert advice to senior leadership based on economic analyses and research findings. Identify strategic opportunities to align NSG's programmes with the government's economic development priorities. Build strategic partnerships with government bodies, universities, and think tanks to advance the NSG's research agenda. Represent the NSG at national and international economic forums to share insights and enhance institutional visibility. Facilitate information sharing through publications, conferences, and workshops to promote thought leadership. Oversee the establishment and implementation of knowledge management systems for effective research dissemination. Foster interdepartmental collaboration to support data-driven decision-making and learning within the NSG. Undertake market intelligence and data analysis across organs of state to identify and inform capacity-building interventions. Conduct skills gap analyses to address the evolving needs of public sector governance and administration. Develop frameworks for measuring the impact of capacity-building initiatives and learning programmes. Provide economic data and research insights to support curriculum development for public sector training. Provide strategic leadership and management for the Chief Directorate. Ensure resource optimisation and performance excellence within the research team. Develop frameworks for ethical data management and compliance with research standards. Monitor and evaluate research outputs to ensure alignment with institutional priorities. Promote professional development to build a high-performing team.

**ENQUIRIES
APPLICATIONS**

: Mpho Mugodo Tel No: (012) 441 6017
: E-mail to Recruitment.MMSSMS@thensg.gov.za, or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or postal address to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

POST 14/88

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: NSG 06/2025**
Job Purpose: To manage and support the co-creation and the facilitation (through direct, influence, and/or referral approaches) of education, training and development interventions for capacity development and support for the public sector.

SALARY

: R1 216 824 – R1 433 355 per annum, an inclusive remuneration package commencing at (Level 13)

**CENTRE
REQUIREMENTS**

: Pretoria.
: A minimum tertiary qualification at (NQF level 7) in Supply Chain Management, Business Administration in Logistics or Commerce. Post graduate qualification will be an added advantage. Registration with a relevant professional body will also be an added advantage. The successful applicant will be subjected to security vetting at an appropriate clearance level for senior managers. Experience: Five (5) years' proven experience at a middle/senior managerial level. Knowledge: In-depth knowledge of supply chain management, Public sector legislation, relevant policies and applicable legislative frameworks including but not limited to the Public Service Act; Public Administration Management Act; Government Immovable Asset Management Act; Public Finance Management Act; Treasury Regulations; Generally Recognised Accounting Principles (GRAP) and SCM Practice Notes. The candidate must have proven knowledge and application of Preferential Procurement Policy Framework Act; Broad-Based Black Economic Empowerment; Promotion of Access to Information Act; and Protection of Personal Information Act. Advanced Microsoft Office suite, especially Word, PowerPoint and Excel. Administration of LOGIS and BAS systems. Meetings management. Competencies: Must be able to provide a vision, set the direction for the business unit and inspire others to deliver on the organisational mandate. Must be able to plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs. Must be able to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes in accordance with generally recognised financial practices to ensure the achievement of strategic organisational objectives.

Must be able to initiate and support organisational transformation and change to successfully implement new initiatives and deliver on service delivery commitments. Must be able to promote the generation and sharing of knowledge and learning to enhance the collective knowledge of the organisation. Must be able to explore and implement new ways of delivering services that contribute to the improvement of organisational processes to achieve organisational goals. Must be able to systematically identify, analyse and resolve existing and anticipated problems to reach optimum solutions in a timely manner. Must be able to manage and encourage people, optimise their outputs and effectively manage working relationships in order to achieve organisational goals. Must be willing and able to deliver services effectively and efficiently to put the spirit of customer service (Batho Pele) into practice. Must be able to exchange information and ideas in a clear and concise manner appropriate for the audience to explain, persuade, convince and influence others to achieve the desired outcomes. Must be able to display and build the highest standards of ethical and moral conduct to promote confidence and trust in the Public Service. Personal Attributes: Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. High level of integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. The incumbent will be required to travel domestic and international and to work extended hours when required. Preference will be given to African Females, Youth, African and Coloured Males and people with disability in accordance with our employment equity requirements.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Manage the development and implementation of supply chain management policies, strategies and plans for the NSG. Manage the implementation of supply chain management frameworks, and practice notes, as issued by the National Treasury. Manage the development and implementation supply chain management norms and standards for the NSG. Manage the implementation of preferential procurement policy objectives towards procurement transformation. Lead in supply chain management audit and compliance processes. Lead in awareness and communication initiatives to empower NSG officials on SCM matters, as well as the NSG website (competitive bidding). Provide expert technical advice to NSG officials, service providers and clients on SCM matters. Lead in the management of SCM systems, including BAS and LOGIS. Lead in the development and implementation of asset needs assessment, asset acquisitions, operational and asset disposal plans. Lead in effective asset management, quarterly verification processes, accurate updating of the asset register, and monthly reconciliation. Lead in the management of obsolescence planning or depreciation rates, management of losses, write offs, redundant and disposal of assets, inventory and consumables. Manage the establishment and functioning of relevant committees related to asset management. Manage the development and implementation of procurement needs assessment (including future needs), acquisitions, and management. Assess the value of goods and services to be procured, determine optimal acquisition process, commodity and industry analysis, and request response from registered suppliers or activate a bidding response. Manage processes related to requests for quotations for procurement using the Central Supplier Database (CSD), undertake prescribed evaluation processes, conduct appropriate clearance of the preferred bidder and facilitate contractual bidding processes. Lead in the development of bidding documents in accordance with relevant policies, including briefing sessions. Manage the establishment and functioning of relevant committees related to acquisition and demand management. Lead in the contracting of service providers, including updating of contract register and liaise with relevant managers for contract management. Lead in the identification, determination and reporting of irregular, fruitless and wasteful expenditure. Lead in all aspects of warehouse management and stocktaking. Lead in the determination and maintenance of stock levels, available upon demand and that proper internal controls are in place. Lead in all aspects the verification of suppliers in line with applicable prescripts, accurate placement of orders and updating of systems. Manage the performance of vendors,

including addressing instances of under- or non-performance against pre-determined standards. Manage all processes related to payment of suppliers within 30 days. Manage the resources (people, finance, systems, assets) allocated within the directorate. Implement operations management within the directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for the achievement of performance targets and directorate requirements, including quarterly performance reporting. Identify and manage strategic and operational risks within the directorate, as well as mitigation plans, including business continuity plans. Manage a team of employees, who are expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed.

**ENQUIRIES
APPLICATIONS**

: Mpho Mugodo Tel No: (012) 441 6017
: E-mail to Recruitment.MMS3@thensg.gov.za or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or postal address to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

OTHER POSTS

POST 14/89

: **ASSISTANT DIRECTOR: ETD PRACTITIONER PROFESSIONALISATION:
CHIEF DIRECTORATE CURRICUL SUPPORT AND TRAINER
PROFESSIONALISATION, REF NO: NSG 07/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum.(Level 9)
: Pretoria.
: A recognised National Diploma/ Bachelor's Degree or equivalent (NQF level 6) in Education, Training & Development, Management Studies, Human and Social Studies or a related field. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Three (3) years relevant experience including supervisory/management experience in education, training, and development (ETD) coordination or working in an ETD environment Knowledge: Good understanding of the education, training, and development (ETD) environment. Practical and proven knowledge of ETD co-ordination or client service coordination. Ability to work independently while contributing to a team environment. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Digital skills to work in digital environments with digital systems, management and reporting tools. Instructional design, e-learning development and learning management systems (LMS), online course platforms such as Moodle, Blackboard, Canvas amongst others. Platforms for online collaboration, content authoring tools, and instructional technology. Ability to handle questions and concerns from students, troubleshoot technical issues, and find solutions to challenges that come up in the online learning environment. Competencies/skills. Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite and other relevant solutions. Proven writing skills, including report writing, submissions and articles. Digital skills to work in digital environments with digital systems, management and reporting tools. Good conflict management skills. Creative and analytical skills Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with curricular trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with an attention to detail. Commitment to quality and continuous learning. Ability to analyse problems, identify solutions and take appropriate action. Resolve conflicts using independent judgment and decision-making processes. Ability to work under pressure. Willingness to work extended hours, as and when required.

DUTIES

: Support projects related to ETD Practitioner Professionalisation interventions. Develop data collection instruments to support information management. Support project manager to administer data collection instruments from various sources for analysis. Support the project manager with the coordination of the policy implementation initiatives. Prepare the required documentation to facilitate communication of learning events. Prepare the required documentation to facilitate policy consultation and approval process. Provide event management support (including stakeholder engagement, travel, and accommodation arrangements). Collate and disseminate all materials

(documents) for any meetings pertaining to the engagements with internal and external stakeholders. Liaise with clients (individuals and institutions) to identify capacity development needs as well as participation in pilot interventions. Coordinate admission registration. Manage the first levels of course enquiries. Provide support in the implementation and monitoring of performance management system for ETD Practitioners. Liaise with technical support and eLearning on the readiness for the intake of different cohorts. Facilitate student enrolment to workshops, seminars, course and coordinate attendance of ETD interventions. Support the directorate to comply with the monthly and quarterly reporting requirements. Participate and represent the NSG in integrated workshops, seminars, webinars, consultations, meetings, task teams and forums relevant to ETD Practitioner Professionalisation. Communicate information to support product knowledge and awareness within the NSG (e.g., Contact Centre). Communicate the annual calendar of delivery schedules with prospective participants. Liaise with Technical Support to ensure that ETD Practitioners in the onboarding sessions. Provide learner support with enrolment and navigation enquiries. Track participation of learners in digital learning programmes, for progress and completion monitoring. Keep a database of complaints and decisions. Respond to ETD Practitioner technical learner queries, requests, and complaints. Manage digital learner information in the NSG systems (e.g. Moodle & TMS). Provide support towards programme and project monitoring. Set up and maintain enrolment and completion database. Liaise with Technical Support for logistics (learning material, venue, travel, facilitators, etc.). Manage logistical arrangements for all meetings, including venue, catering, and equipment. Assist with printing and overall material readiness for the face-to-face course delivery. Provide project management support to relevant related forums, i.e. PSTF, senior webinars amongst others. Network and collaborate with all internal business units and relevant stakeholders to ensure mutually beneficial relationships that serve the interests of the NSG. Support the compilation of monthly reports on quality and performance. Supervision of allocated resources (people, finance, systems, assets, contracts) within the directorate. Provide inputs for the review of policies and procedures and support implementation. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Identify and manage operational risks, as well as mitigation.

**ENQUIRIES
APPLICATIONS**

: Thabo Ngwenya Tel No: (012) 441 6108
: E-mail at Recruitment.MMS4@thensg.gov.za, postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria,

POST 14/90

: **ETD PRACTITIONER: CADET & YOUTH DEVELOPMENT: CHIEF
DIRECTORATE, CADET AND FOUNDATIONAL MANAGEMENT, REF NO:
NSG 08/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R397 116 per annum (Level 8) plus competitive benefits.
: Pretoria.
: A recognised National Diploma or equivalent (NQF level 6) in Management Studies, Human and Social Studies, Management Studies, Human and Social Studies, Education, Training Development or related field. Experience: Three (3) years relevant experience in education, training, and development environment. Knowledge: Microsoft Office suite, especially Word, PowerPoint and Excel. Virtual meetings (organize, host, record, transcript) Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Public service legislation, policies, prescripts and procedures relevant to the job. Minimum Information Security Standards (MISS). Protocol, etiquette and diplomacy. Competencies/Skills: Strong computer literacy. Strong oral and written communication skills. Strong interpersonal skills. Basic programme and project management skills. Problem solving and analysis. Basic analytical skills. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Required to travel and work extended hours, when required.

DUTIES

: Plan, organize and control administrative activities pertaining to the chief directorate. Source information which may be of importance to the chief directorate (e.g. articles, circulars, reports, and documents). Collate and disseminate all materials (documents) for any meetings pertaining to the engagements with internal and external stakeholders. Support in project teams for new capacity development interventions. Liaise with clients (individuals and institutions) to identify capacity development needs as well as participation in pilot interventions. Update a database for the panel of experts competence profiles based on capacity development content and delivery requirements. Provide administrative support in the review and update of curriculum content, including customisation of content. Develop information to support product knowledge and awareness within the NSG (e.g. Contact Centre). Monitor and update the annual calendar of delivery schedules to ensure uptake of the programme that inform contact centre and business development engagements with potential clients. Provide administrative support towards programme and project monitoring. Ensure quality of learning material prior to distribution for capacity development interventions. Liaise with Technical Support for logistics (learning material, venue, travel, facilitators, etc.) Provide administrative support in the management of delivery schedules and programme resources for contact sessions, virtual delivery and eLearning. Maintain all required documents and records. Follow up on assessment and certification, including timely issuing of certificates. Monitor the implementation of monitoring and evaluation recommendations, post-programme delivery for quality management and improvements. Support the case file management (correctness and timely capturing onto the TMS) and data management. Respond to learner and client queries, requests and complaints. Support the compilation of monthly reports on quality and performance. Co-ordinate funding requirements and procurement planning for the directorate. Maintain records of expenditure commitments, and track expenditure, including BAS correlation. Support compliance and management reporting to ensure timeliness and accuracy. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Assist with supervision of administrative personnel.

ENQUIRIES APPLICATIONS

: Mr Thabo Ngwenya Tel No: 012 441 6018
: Email to Recruitment.ASD1@thensg.gov.za or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001

POST 14/91

: **DIGITAL LEARNING PRACTITIONER: DESIGN & DEVELOPMENT: CHIEF DIRECTORATE, e-LEARNING, REF NO: NSG 09/2025**

SALARY CENTRE REQUIREMENTS

: R397 116 per annum (Level 8) plus competitive benefits cost to company).
: Pretoria.
: A recognised National Diploma or equivalent (NQF level 6) in Instructional Design, Multimedia Design, Educational Technology, Education, or a related field. Certifications related to ODeL will be an advantage, e.g., Moodle Course Creator Certificate. Experience: Three (3) years relevant experience in instructional design and developing online learning content, preferably using Moodle or other learning management systems within the digital learning or educational environment. Knowledge: Public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration Management Act; Public Finance Management Act, Batho Pele White Paper, Public Service Regulations, Operations Management Framework. Microsoft Office suite (Word, Excel and PowerPoint). ODeL principles. Instructional design principles and assessment design. Adult learning principles. Multimedia design principles and tools for creating engaging and interactive ODeL content. Accessibility standards to ensure inclusive learning experiences. In-depth understanding of Learning Management Systems (e.g. Moodle). Competencies/skills Proficiency in using a Learning Management System (e.g., Moodle) for course creation, management, and delivery. Competence in using multimedia tools for content creation. Ability to design and develop learning materials and activities that align with learning objectives and the needs of diverse learners. Skills in creating interactive and engaging learning activities. Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem-solving and analytical skills. Operations

	management skills	Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with attention to detail. Ability to handle challenging situations calmly and effectively. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Integrity and honesty; detail-oriented; creative and innovative; ability to work under pressure. Required to travel and work extended hours, when required.
<u>DUTIES</u>	:	Collaborate with subject matter experts and other stakeholders to identify and understand the learning needs and objectives of ODeL interventions. Support in project teams for conceptualising new ODeL solutions to address identified learning needs and achieve objectives. Develop course strategies, including defining intended outcomes, proposing activities and identifying the necessary resources. Develop a course matrix. Create a structured online learning path, including modules, units, and assessments, in collaboration with subject matter experts. Develop basic multimedia elements (e.g., animations, audio, and images). Integrate multimedia elements. Develop interactive activities (e.g., flashcards, quizzes, and assignments) in collaboration with subject matter experts to engage learners and reinforce learning. Upload course elements into the NSG LMS, ensuring they are well-organised, accessible, and adhere to best practices in instructional design. Stay updated with the latest trends and best practices in ODeL and instructional design to enhance the overall learning experience. Develop information to support product knowledge and awareness within the NSG. Manage ODeL course environments, including configuring settings. Set up and manage assessments, including quizzes, assignments, and gradebook configuration. Monitor learner progress and performance, generating reports and analytics to inform continuous improvement. Perform thorough reviews of ODeL materials to ensure they meet quality standards and comply with ODeL standards, accessibility guidelines, and copyright regulations. Review and update course materials to ensure relevance and accuracy. Analyse end-user feedback to continuously improve ODeL quality. Support the implementation of ODeL strategies, policies and procedures related to ODeL and support the implementation thereof. Supervise allocated resources (people, finance, systems, assets, contracts) as may be required. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Identify and manage operational risks, as well as mitigation plans, including business continuity plans. Provide regular updates on project status, milestones, and any potential issues to stakeholders. Identify potential risks and develop mitigation strategies to ensure project success. Provide monthly, quarterly, and annual statistics for courses offered on the NSG eLearning platform.
<u>ENQUIRIES</u>	:	Ms Nthabiseng Fuma Tel No: (012) 441-6011
<u>APPLICATIONS</u>	:	Email to Recruitment.ASD2@thensg.gov.za or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001
<u>POST 14/92</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: OFFICE OF THE DEPUTY DIRECTOR-GENERAL: ADMINISTRATION LEARNING & PROFESSIONAL DEVELOPMENT; REF NO: NSG 10/2025</u>
<u>SALARY</u>	:	R397 116 per annum (Level 8) plus competitive benefits.
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	A minimum National Diploma (NQF level 6) as recognized by SAQA in office administration, business administration, public management, or any relevant field. Experience: Two (2) to three (3) years relevant experience in office administration. Knowledge: Microsoft Office suite, especially Word, PowerPoint, and Excel. Virtual meetings (organize, host, record, transcript). Meetings management. Public service legislation, policies, prescripts, and procedures relevant to the job. Protocol, etiquette, and diplomacy. Competencies/Skills: Strong computer literacy. Strong oral and written communication skills. Strong interpersonal, writing, planning, and organizing skills. Basic programme and project management skills. Problem solving and analysis. Client orientation and customer focus. Presentation skills. Personal Attributes: High level of reliability. Client focused attitude. Keen attention to

DUTIES

detail. Ability to work in a team. Trustworthy and honest and ability to maintain high levels of confidentiality. Good grooming and presentation. Willing to work long hours and outside working hours.

- : Administrative Services: Manage the diary of the DDG. Screen telephone calls and respond to inquiries efficiently. Provide secretariat services. Arrange meetings and events. Identify venues, invite role players, and organize refreshments. Compile attendance registers and agenda for meetings. Compile packs for meeting and distribute to relevant stakeholders. Take and compile minutes during meetings. Order and maintain stationery and equipment supplies. Make travel arrangements. Branch coordination: Communicate with clients, stakeholders and service providers to enhance service delivery. Convene branch/ management/ bilateral meetings, as determined by the DDG. Co-ordinate effective records management within the Branch and Office of the DDG, including filing, safekeeping and archiving. Compliance and Management Reporting: Manage Branch compliance calendar, obtain inputs, collate and compile reports such as progress, monthly and management reports and do quality checks. Plan, organize and control activities pertaining to the Office and prioritised programmes of the Branch. Source information which may be of importance to the Branch or the DDG such as newspaper and internet articles, circulars, reports, Cabinet and Parliamentary related documents. Quality check all documentation received before submission to the DDG. Prepare documentation such as letters, submissions, meeting briefing notes and reports as may be required by the DDG. Budget Administration: Management of the budget of the Branch and office, assist the DDG in determining funding requirements and procurement planning, maintain records of expenditure commitments, track branch expenditure and all related financial management functions.

ENQUIRIES APPLICATIONS

- : Mr Thabo Ngwenya Tel No: 012 441 6018
- : Email to Recruitment.asd@thensg.gov.za or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001

POST 14/93

- : **TEAM ASSISTANT: CADET & FOUNDATIONAL MANAGEMENT: REF NSG 11/2025**

SALARY CENTRE REQUIREMENTS

- : R325 101 per annum (Level 7) plus competitive benefits cost to company).
- : Pretoria.
- : A recognised National Diploma or equivalent (NQF level 6) in Office Administration, Business or Public Administration, Project Management. Experience: Two (2) to three (3) years' relevant experience in the administration field. Knowledge: Public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration Management Act; Public Finance Management Act, Batho Pele White Paper, Public Service Regulations, Operations Management Framework. Microsoft Office suite, especially Word, PowerPoint and Excel. Virtual meetings (organize, host, record, transcript) Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Ability to manage events, including venue identification, accommodation, logistics, catering, transportation, and cash disbursements. Document management. Protocol, etiquette, and diplomacy. Batho Pele. Principles. Competencies/skills Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Be prepared to travel and work extended hours, when required.

DUTIES

- : Plan, organize and monitor administrative activities pertaining to the Chief Directorate, including aiding in the identification of appropriate strategies to meet capacity development needs. Implement appropriate systems to monitor the provision of high-quality capacity development through formal courses, programmes, workshops and seminars, just-in-time interventions, and follow-

up institutional support, as required. Conduct elementary research as required to support the strategic advice that is provided to ensure the appropriate context and transformational curricular decisions, progressive content choices, and digitally responsive delivery modalities. Draft letters, memoranda, reports, and submissions as may be required as well as dissemination of information to stakeholders. Assist the Chief Director to provide support in curriculum formulation and content, including the identification of platforms and partners. Assist the Chief Director to support the development and/or enhancement of facilitator, moderator and assessor competence profiles based on capacity development content and delivery requirements. Support the Chief Director to determine requirements and capabilities towards the appointment and/or contracting of panel of experts, partners and HEIs. Assist the Chief Director to provide support to management of the conclusion of MoUs and/MoAs with identified partners for capacity development content and enablement. Assist the Chief Director to support the review and update of curriculum content. Support the Chief Director to lead in the orientation of capacity development offerings. Implement appropriate systems to monitor capacity development delivery performance (training numbers and revenue generation). Assist the Chief Director to manage collaborative review, regular quality assurance, and feedback sessions with internal and external stakeholders. Manage the calendar of the Chief Director, including discretion on acceptance of meetings, adequate preparations for meetings and secretariat support. Co-ordinate all documentation relevant to budget management of the chief directorate, including funding requirements, procurement planning, payments to service providers and petty cash. Co-ordinate all documentation relevant to human resource management and development of the chief directorate, including leave management, performance management and skills development. Plan and co-ordinate domestic and international travel, including approval, itineraries, and claims. Manage a compliance and management reporting calendar for the chief directorate to ensure timely and accurate reporting. Manage logistical arrangements for all meetings, including venue, catering, and equipment.

ENQUIRIES
APPLICATIONS

: Ms Nthabiseng Fuma Tel No: (012) 441-6011
: Email to Recruitment.admin01@thensg.gov.za or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001

POST 14/94

: **TEAM ASSISTANT: QUALITY ASSURANCE & ACCREDITATION: REF NO: NSG 12/2025**

SALARY
CENTRE
REQUIREMENTS

: R325 101 per annum (Level 7) plus competitive benefits cost to company).
: Pretoria.
: A recognised National Diploma or equivalent (NQF level 6) in Office Administration, Business or Public Administration, Information Science, Project Management or related field. Experience: Two (2) to three (3) years relevant experience in administration field. Knowledge: Public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration Management Act; Public Finance Management Act, Batho Pele White Paper, Public Service Regulations, Operations Management Framework. Microsoft Office suite, especially Word, PowerPoint and Excel. Virtual meetings (organize, host, record, transcript) Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Ability to manage events, including venue identification, accommodation, logistics, catering, transportation, and cash disbursements. Document management. Protocol, etiquette, and diplomacy. Batho Pele. Principles. Competencies/skills Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented;

DUTIES

creative and innovative; ability to work under pressure. Required to travel and work extended hours, when required.

: Providing administrative support for the team in the implementation of the Accreditation Sub-Directorate processes. Plan, organize and monitor administrative activities pertaining to the Accreditation Management Directorate. Schedule accreditation stakeholder meetings, workshops, and forums. Draft letters, memoranda, reports, and submissions as may be required as well as dissemination of information to stakeholders. Manage the electronic filing system for the accreditation management data. Provide general administrative support in the implementation of quality assurance system. Schedule quality assurance committee meetings, workshops, and forums. Prepare accurate minutes of the quality assurance committee meetings according to set deadlines and the dissemination thereof. Provide administrative support to the Quality Assurance Sub-Directorate, including updating the tracking grid, packaging and dissemination of documents to the committee members and processing and management of documentation (electronic document management). Support the Chief Directorate in managing quality assurance data, adherence to SOP, processing all quality assurance documents for approval by the Chief Director. Schedule quality assurance approval meetings with the office of the Deputy Director General. Prepare accurate approval minutes and decision lists and ensure proper follow up of the Committees decisions. Provide administrative support to the Chief Directorate for approval meetings, including updating the tracking grid, packaging, dissemination of documents to the committee members and processing and management of documentation (electronic document management). Process documents and arrange meetings for the handover meeting with the relevant Chief Directorates. Support the Chief Directorate in manage and maintain approved qualifications, courses, and programmes, and accurate backup and electronic filling of the documents. Provide administrative and project management support to professionalisation project and other relevant forums. Set up preplanning meetings, webinars, disseminate invitations to internal and external stakeholders. Manage the webinars and track attendance and keep accurate records for meetings and webinars. Maintain working relationships with key stakeholders (public sector institutions, higher education institutions, professional associations national and provincial departments, and private sector). Network and collaborate with all internal business units to ensure mutually beneficial relationships that serve the interests of the NSG. Manage the calendar of the Chief Director, including discretion on acceptance of meetings, adequate preparations for meetings and secretariat support. Co-ordinate all documentation relevant to budget management of the chief directorate, including funding requirements, procurement planning, payments to service providers and petty cash. Co-ordinate all documentation relevant to human resource management and development of the chief directorate, including leave management, performance management and skills development. Plan and co-ordinate domestic and international travel, including approval, itineraries, and claims. Manage a compliance and management reporting calendar for the chief directorate to Ensure timely and accurate reporting. Manage logistical arrangements for all meetings, including venue, catering, and equipment.

ENQUIRIES APPLICATIONS

: Ms Nthabiseng Fuma Tel No: (012) 441-6011
: Email to nsg.recruitment@thensg.gov.za or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001

OFFICE OF THE CHIEF JUSTICE

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

- CLOSING DATE** : 16 May 2025
- APPLICATIONS** : Gauteng Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg Polokwane/Thohoyandou Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to 40 disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of

Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

ERRATUM: Kindly note that the post of Assistant Director: Human Resource Practices, Ref No: 2025/50/OCJ advertised on DPSA Circular 11 with a closing date of 11 April 2025 and the post of Registrar's Clerk, Ref No: 2025/40/OCJ advertised on DPSA Circular 12 with a closing date of 23 April have been withdrawn. Apologies for any inconvenience caused.

OTHER POSTS

<u>POST 14/95</u>	:	<u>REGISTRAR, REF NO: 2025/56/OCJ</u>
<u>SALARY</u>	:	R324 579 – R1 111 323 (MR3-MR5) Per Annum. Salary will be in accordance with the Occupational Specific Dispensation Determination. The Shortlisted candidates will be required to submit a Service Certificate for determination of their experience. (The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	Labour And Labour Appeals Court Johannesburg
	:	Matric certificate and LLB degree or a four (4) year Legal qualification. A minimum of two (2) years 'legal experience obtained after qualification. Labour Court litigation experience will be an added advantage. Skills and Competencies Excellent Communication (Verbal and Written) Computer literacy Numerical Skills. Conflict management, Strong work ethics, Exceptional interpersonal skills, planning and organizing and control, Attention to details, Ability to conduct Research, Customer service orientated, Problem solving and decision-making skills, ability to work under pressure and meeting of deadlines, Managerial skills and professionalism
<u>DUTIES</u>	:	Facilitate the signing of court orders and writ of executions and Judge's directive (ensuring that the information on the order/directions correspond with the endorsement made by the Judge on the Court file) taxation of bills of costs and endorsing settled bill of costs. Giving effect to instruction made by the Judge President, the Deputy Judge President, Judges and Court Manager. Co-ordination of Case Flows Management and support the Judiciary. Supporting the Court regarding quasi-judicial function. Effectively and efficiently correspondence with public private body and various other stakeholders. Supervise and Management of the staff. Provide practical training to and assistance to the Registrar's Clerk. Exercise control over the management and safe keeping of case records and records rooms. Deal with files in terms of the relevant codes and legislations. Manage submission of statistics to the reporting Registrar. Prepare and present cases for Audits. Manage performance in terms of Annual Performance Plan.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms T Nzimande 010 494 9238 HR enquiries: Ms T Mbalekwa Tel No: 010 494 8515
<u>APPLICATIONS NOTE</u>	:	can be via email to: 2025/54/OCJ@judiciary.org.za
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 14/96</u>	:	<u>HUMAN RESOURCES PRACTITIONER, (2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382.959 per annum (Level 7). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Provincial Service Centre: Polokwane, Ref No: 2025/57/OCJ Thohoyandou High Court, Ref No: 2025/58/OCJ
<u>REQUIREMENTS</u>	:	A three (3) years' Degree or National Diploma in HRM/ Public Administration/ Management or Equivalent Qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of two (2) years functional experience in Human Resource Management within the Public Service. Knowledge of Persal system. Shortlisted candidates will be required to submit Persal certificates/Results. Supervisory experience will be an added advantage. A

valid drivers' licence. Skills and Competencies: Computer literacy. Knowledge of the relevant Human Resource Management Legislations/ Directives. Good communication skills (written and verbal). Good interpersonal skills. Good administration and organizational skills. Customer Service Skills. Time management and Confidentiality. Supervisory and leadership skills. Ability to work under pressure.

DUTIES : Provide support to the implementation of recruitment and selection process, Identify and verify funded vacant posts, compile submission of request to advertise and commitment forms and submit to the delegated authority, quality assure maintenance of staff establishment, transfers, reference and background checks, render secretariat functions at interviews, absorptions. Provide support to Conditions of Services, Capture the appointment /service termination on PERSAL, compile submission of appointment and termination documents, supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing allowance, Medical aid, Injury on duty, leave discounting, long service recognition, overtime, relocation, pension, PILIR, allowances etc, Provide support to Performance Management and Development System Ensure all officials sign and submit performance agreements, annual assessment and mid-year review, verify data for outstanding PMDS documents and take remedial actions and compile a report, perform quality assurance on PMDS documents, facilitate pre-moderation meetings and take minutes, Facilitate appeals emanating from the moderation process. Supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, Manage leave of staff, Advise and lead supervisees with regard to all aspects of the work, Manage performance, conduct and discipline of employees, Address enquiries and provide advice and guidance on asset allocation and control. Render an effective filing and record management service. Ensure adequate filing system, File /store, trace (manually) and retrieve documents and files, ensure that the information inside the personal file is filed accordingly, Update filing database and records. Compile the WSP and co-ordinate the trainings with the Province.

ENQUIRIES : HR/Technical related enquiries: Ms. R.F Mathobela Tel No: (015) 495 1758
APPLICATIONS : can be via email to: 2025/55/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 14/97 : **ADMINISTRATION CLERK (DCRS), REF NO: 2025/ 59/OCJ**

SALARY : R228 321 - R368 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement

CENTRE : Labour And Labour Appeals Court Johannesburg
REQUIREMENTS : Grade 12 Certificate or equivalent national certificate with no experience required. Exposure in Court Related function will be an added advantage

DUTIES : Prepare court before court proceedings to test and operate recording equipment. Perform digital recording of court proceedings and ensure the integrity of such documents. Provide administrative support in circuit courts. Collecting statistics. Provide administrative support in general on court performance and case flow management. Provide any other administrative support in performance duties in HR, finance and supply Chain as required by the Judiciary, Court Manager and Supervisor. Computer literacy (MS Office). Good communication (verbal and written) Good interpersonal skills Good problem-solving skills. Accuracy and attention to detail. Ability to work under pressure. Customer service. Document management and operational knowledge of operating a DCRS/CRT machine.

ENQUIRIES : Technical enquiries: Ms T Nzimande 011 359 5718
 HR enquiries: Ms T Mbalekwa Tel No: 010 494 8515
APPLICATIONS : can be via email to: 2025/56/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission (OPSC) is an equal opportunity representative employer. Therefore, the OPSC is intentional in promoting representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disabilities are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : You can apply on www.psc.ov.za under “vacancies”. Forward your application/s stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza.
- CLOSING DATE** : 23 May 2025, 15h30
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies) and a recent comprehensive CV with a minimum of three (3) contactable referees and their telephone numbers and email addresses. Only shortlisted candidates will be required to bring certified copies of ID, drivers’ license and qualifications on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top-secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical Assessment to determine their suitability for the post. 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. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Note (A pre-entry certificate obtained from the National School of Government (NSG) prior appointment for all SMS appointments). Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

OTHER POST

- POST 14/98** : **STATE ADMINISTRATION OFFICER TO THE COMMISSIONER, REF NO: SAO/COM/04/2025**
(4 Months Contract Appointment)

- SALARY** : R325 101.per annum (level 7) plus 37 % of lieu of benefit
- CENTRE** : Public Service Commission Free-State Provincial Office, Bloemfontein
- REQUIREMENTS** : Ideal Candidate Profile: A three year post matric qualification (National Diploma or Bachelor’s degree) in Social Sciences, Public Administration/Management or Human Resource Management (NQF Level 6/7). At least three (3) years’ experience in providing support to senior management. Advanced computer literacy in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with Integrity. Must be willing to occasionally work after hours. Must have effective administrative, organizational and communication skills. Must be creative, motivated, self-driven, results-oriented and initiative. Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality. Must have commitment to

transformation and a valid driver's license (with exception of people with disabilities).

DUTIES

: Key Performance Areas: The successful candidate will: render administrative support to the Commissioner. Provide secretary and personal assistant services to the Commissioner. Control expenditure in the Office of the Commissioner. Coordinate information for the Commissioner's reporting and cluster commitments. Conduct research, abstracting and preparing information and supporting data for meetings, projects, presentations and reports. Administer office correspondence/ documents/reports. Make travel and accommodation arrangements and processing claims thereof. Draft and type correspondence/documents including PowerPoint presentations. Maintain and manage the filing system. Organise meetings/ workshops and take minutes during meetings. Administer the Commissioner's diary. Act as a receptionist for the Commissioner and the Office. Liaise with internal and external stakeholders on behalf of the Commissioner Provide administrative support to the Provincial; Office Participate in the programmes of the Public Service Commission.

ENQUIRIES

: Adv C Mokoena Tel No: 051 511 0110

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

APPLICATIONS

: Applications quoting the reference number must be addressed to Mr. Mpho Leshabane. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, Cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed: E-mail your application to: Advert042025@dpsa.gov.za

CLOSING DATE

: 15 May 2025

NOTE

: Applications must quote the relevant reference number and consist of: (1) A fully completed and signed NEW Z83 form which can be downloaded at <https://www.dpsa.gov.za/newsroom/psvc/>. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", (2) a recent comprehensive CV, contactable referees (telephone numbers and email addresses must be indicated); Note 1: Applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required to submit certified documents of qualifications. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. All shortlisted candidates for Senior Management Services (SMS) posts shall undertake two pre-entry assessments (Technical exercise and Integrity (Ethical Conduct). Suitable candidates identified by the selection and interview panel must undergo, (1) competency assessment, (2) personnel suitability checks on criminal records, citizen verification, financial records and (3) qualification verification. Note 2: Prior to appointment the nominated candidate will be required to complete the Nyukela Public Service SMS Pre-entry Programme, an online course offered by the National School of Government (NSG). The course can be accessed from the following link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The successful candidate will be expected to (1) undergo vetting processes (2) enter into an employment contract and a performance agreement within 3 months of appointment, as well as (3) complete a financial interests declaration form within one month of appointment and annually thereafter. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON**POST 14/99**

: **DIRECTOR – GENERAL: DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION (DPSA) REF: DPSA 04/2025**
(5 Year Contract)

SALARY

: R2 259 984 per annum, (An all-inclusive remuneration package) comprising of a basic salary (70% of the total remuneration package), the state's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs according to personal needs within a framework.

**CENTRE
REQUIREMENTS**

: Pretoria
Qualifications: A post graduate qualification (NQF level 8) in Public Administration/ Public Management or related qualification as recognized by SAQA an additional qualification in Labour/ Public Law will be an added advantage. Experience: 10 years' experience at a senior managerial level. Experience in working in the South African Public Service /Sector, related to the mandate of the DPSA. A proven track record in research, policy analysis and public policy development. A proven track record in conducting monitoring, evaluations and impact studies. Extensive experience leading and managing an institution or a program. Extensive experience in Organisational Governance. Experience in establishing and managing complex relationships and partnerships. Advanced experience in Strategic Management, Financial management, Human Resources Management and Risk management. Knowledge: Advanced knowledge of Public Administration/ Public Management theories and practices. Extensive knowledge of relevant

DUTIES

Government legislation, policies and plans related to the Department of Public Service and Administration. Extensive knowledge of relevant Government legislation and policies that the department is required to comply to. Extensive knowledge of the structure and operation of the Public Service /Sector. Skills and Competencies: Decision-making, problem solving, stakeholder management, diversity management, communication, information management, interpersonal relations, facilitation, negotiation, conflict management, analytical skills and adaptability,

: Reporting to the Minister for the Public Service and Administration Department; the Director-General will be responsible for; Providing technical and administrative support to the Ministry. Supporting the Minister in leading South Africa's Public Service and Administration agenda locally and internationally. Leading the development and implementation of norms and standards/policies and interventions for the transformation of the Public Service in line with the mandate of the department. Serving as the Accounting Officer/ Head of Department in line with the relevant legislative and regulatory prescripts. Creating a robust and agile policy development and review environment to ensure that the department continuously addresses the needs of the public service. Providing strategic leadership and management of the development and implementation of the strategies and the related plans. Providing strategic leadership and management for the design and implementation of the requisite systems and tools to ensure execution, monitoring, and evaluation of the department's strategies and plans and the reporting thereon to the Minister and to the applicable external control points and oversight bodies. Strengthening the department's governance processes, compliance and organisational capacity to deliver on its mandate. Managing the performance and development of employees reporting directly to the Director- General. Promoting and coordinating inter and intra-governmental relations and participation in the work of the Forum of South African Directors-General and various Government clusters.

ENQUIRIES

: Mr. Mpho Leshabane: Mpho.Leshabane@dpsa.gov.za or Tel No: 012 336 1372

SOUTH AFRICAN POLICE SERVICE**CLOSING DATE**
NOTE

- : 16 May 2025-at 16:00
- : 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 post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the z83. application form. Short-listed applicants will be required to produce original certified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (ACT NO 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. Candidates are expected to disclose if he / she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

OTHER POSTS**POST 14/100****COOK (1/11/2025 HRD) (2 POSTS)****SALARY**
CENTRE
REQUIREMENTS

- : R228 321 per annum (Level 5)
- : SAPS Academy, Philippi
- : Applicants must display competency in the post core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) accredited SAQA on NQF level 4; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Certificate in food preparation and/or catering will serve as an advantage; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.
- : Administer general mess matters; Administer mess purchases; Control Mess stock; Set up the kitchen for meal preparations with cooking utensils and

DUTIES

		equipment; Plan, pre preparation/cook of food as per healthy menu; Ensure well cooked food and appealing plate presentation; Serve meals and provide waiter service; Compliance in terms of hygiene and safety regulations in the kitchen.
<u>ENQUIRIES APPLICATIONS</u>	:	Lieutenant Colonel Sereko Tel No (021) 370 2665/02
	:	Direct your application to the following addresses: Postal Address: SAPS Academy Philippi, Private Bag X3, Parrow, CAPE TOWN, 7499 OR Physical Address: SAPS Academy Philippi, New Eisleben Road, PHILIPPI Email address: Phillipisupport@saps.gov.za Phillipihrm@saps.gov.za
<u>POST 14/101</u>	:	<u>FOOD SERVICES SUPERVISOR (3/11/2025 HRD) (1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359.per annum (Level 4)
	:	SAPS Academy, Philippi
	:	Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.
<u>DUTIES</u>	:	Oversee and assist in the preparation and serving refreshments; Render food service support functions; Oversee and assist the preparation of meals and cleaning of equipment; Prepare dining halls; Ensure a clean and hygienic working environment; Perform general administrative function within catering.
<u>ENQUIRIES APPLICATIONS</u>	:	Lieutenant Colonel Sereko Tel No (021) 370 2665/02
	:	Direct your application to the following addresses: Postal Address: SAPS Academy Philippi, Private Bag X3, Parrow, CAPE TOWN, 7499 OR Physical Address: SAPS Academy Philippi, New Eisleben Road, PHILIPPI Email address: Phillipisupport@saps.gov.za Phillipihrm@saps.gov.za
<u>POST 14/102</u>	:	<u>FOOD SERVICE AID (2/11/2025 HRD) (8 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 per annum (Level 2)
	:	SAPS Academy, Philippi
	:	Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.
<u>DUTIES</u>	:	Prepare and serve refreshments; Render food service support functions; Prepare meals and clean equipment; Prepare dining halls; Ensure a clean and hygienic working environment.
<u>ENQUIRIES APPLICATIONS</u>	:	Lieutenant Colonel Sereko Tel No (021) 370 2665/02
	:	Direct your application to the following addresses: Postal Address: SAPS Academy Philippi, Private Bag X3, Parrow, CAPE TOWN, 7499 OR Physical Address: SAPS Academy Philippi, New Eisleben Road, PHILIPPI Email address: Phillipisupport@saps.gov.za Phillipihrm@saps.gov.za

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	14 May 2025
<u>NOTE</u>	:	The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at www.gov.za , and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. 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.

OTHER POSTS

<u>POST 14/103</u>	:	<u>DEPUTY DIRECTOR: TRADE IN SERVICES REF NO: (TPN&C-078)</u> Overview: To develop and implement actions/programmes to facilitate Trade in Services growth.
<u>SALARY</u>	:	R1 059 105 per annum (level 12) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Sunnyside Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Trade, Investment, Business Law, International Political Economy, Sustainable Development, Business Development or Analytics as recognised by SAQA. 3-5 years managerial experience in a trade / investment environment in the services economy sectors. Key Requirements Experience in international trade, investment, business law, sustainable development / business development and sector / regulatory analysis. Ability to analyse and interpret international agreements and policy documents. Strong stakeholder engagement and relationship-building skills across sectors and governments. Proven ability to manage and execute trade / investment / business -related projects. Knowledge of the international and South Africa's trade environment. Persuasive and strategic communication skills including report writing, and oral presentation skills. Effective strategic, analytical and problem-solving capabilities. Competency in Microsoft Office and project management tools. Ability to work under pressure and deliver on tight

<u>DUTIES</u>	:	<p>deadlines. Sound people and team management experience. The successful candidate must possess or be able to obtain the necessary security clearance.</p> <p>Negotiations: Support the development and implementation of trade in services negotiation strategies. Participate in negotiations and prepare technical notes, legal opinions, and stakeholder briefings. Conduct risk assessments and provide inputs into agreements and schedules of commitments. Research and Analysis: Conduct technical and statistical research to inform policy-making and negotiations. Prepare policy briefs, reports, and presentations based on trade in services trends and data. Monitor and report on legal, regulatory and negotiation developments in trade in services. Project Management: Implement and manage projects aligned to trade in services objectives. Oversee timelines, risk mitigation strategies, and effective resource allocation. Ensure delivery of results in accordance with project objectives and timeframes. Stakeholder Management: Liaise with stakeholders across public, private and international sectors. Coordinate consultations, promote awareness of trade in services, and maintain stakeholder databases. Manage risks and ensure consistent engagement aligned with strategic priorities. Sub-Directorate Management: Contribute to the overall functioning of the Sub-Directorate and Directorate's work programme. Support planning, performance management and reporting functions. Ensure effective risk and human resource management in the unit.</p>
<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809
<u>POST 14/104</u>	:	<p><u>MANAGER: COMPLAINTS HANDLING REF NO: (SID&ETB-080)</u></p> <p>Overview: To manage the development and maintenance of the complaints handling system, procedures, and processes, and to report on complaint trends.</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R1 059 105.per annum (level 12) (All-inclusive remuneration package)</p> <p>Sunnyside Pretoria</p> <p>Undergraduate qualification (NQF Level 7) in Public Administration, Business Administration, Social Science, Economic Science, Law. or related field. Minimum of 3-5 years' relevant experience in complaints handling and resolution at junior/middle management level. key requirements: Proven experience in managing complaint handling systems and associated procedures. Ability to facilitate the development and maintenance of complaints databases and tracking mechanisms. Demonstrated ability to screen, analyse, and categorise complaints appropriately for investigation or referral. Experience in managing alternative dispute resolution processes and ensuring consistency in application. Sound leadership, project management, and financial management skills. Excellent analytical, negotiation, and communication (verbal and written) skills.Strong knowledge of the B-BBEE Act, PFMA, National Treasury Regulations, and the Constitution. Ability to manage and develop teams and contribute to strategic and operational planning.</p>
<u>DUTIES</u>	:	<p>Manage the development, implementation, and review of a comprehensive complaints handling system, ensuring its effectiveness and confidentiality at all times. Facilitate the creation and maintenance of a reliable complaints database and tracking system, monitor turnaround times, and ensure clients are kept informed of progress. Develop and implement a structured methodology for screening and analysing complaints, categorising them accurately, and ensuring appropriate referral or escalation. Manage and monitor the application of alternative dispute resolution processes, ensuring alignment with set guidelines and consistency in resolution practices. Oversee financial and human resources within the unit, provide strategic direction, and ensure alignment with the operational plan of the division. Compile and present regular reports on complaints trends, resolution outcomes, and system performance to inform decision-making at executive level.</p>
<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809
<u>POST 14/105</u>	:	<p><u>DEPUTY DIRECTOR: SERVICES INDUSTRIES REF NO: (IIAF&A-008)</u></p> <p>Overview: To manage the provision of an investment promotion service in the services Industries (Business Processes Outsourcing, Tourism and Creative).</p>
<u>SALARY CENTRE</u>	:	<p>R1 059 105 per annum (level 12) (All-inclusive remuneration package)</p> <p>Sunnyside Pretoria</p>

<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 as recognised by SAQA in Business Management / Investment / Finance / Economics / Marketing. Or related field 3–5 years managerial experience in investment/industry/finance in either the public or private sector. Key Requirements Strong leadership and strategic planning abilities. In-depth knowledge of investment promotion strategies and investor relations. Effective stakeholder and project management skills. Excellent communication, negotiation, and research analysis skills. Understanding of economic trends and government industrial policies. Knowledge and understanding of Public Finance Management Act and Treasury Regulations, public service act. Proficient in MS Packages.
<u>DUTIES</u>	:	Develop and implement investment recruitment strategies and business cases. Facilitate inward and outward investment missions. Manage investor project databases and analyse proposals. Provide investors with relevant economic and policy information. Lead the implementation of investment marketing plans. Package and promote investment opportunities locally and internationally. Track FDI flows and manage conversion of leads into projects. Coordinate and host investor visits and one-on-one meetings. Build and maintain relationships with private and public sector stakeholders. Report on international commissions and coordinate bilateral engagements. Develop and manage a CRM system for investment enquiries and regulatory support. Respond to investor leads and provide follow-up on incentives and opportunities. Oversee financial resources, assets, and human capital. Compile strategic reports and contribute to business planning..
<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809
<u>POST 14/106</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE MONITORING & REPORTING REF NO: (ODG-067)</u> Overview: To coordinate, implement and oversee performance monitoring, reporting, and evaluation processes in alignment with the dtic's strategic objectives and legislative frameworks to ensure accountability and continuous improvement in programme delivery.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (level 11) (All-inclusive remuneration package) Sunnyside Pretoria
	:	A qualification at NQF level 7 in Business / Public Administration, Development Studies, Social Sciences, Finance or related fields. 3–5 years' managerial experience in strategic planning and managing organisational performance, Key Requirements Proven experience in managing organisational performance frameworks and reporting cycles. Knowledge of government-wide planning, monitoring and evaluation frameworks and legislative requirements. Experience in compiling quarterly and annual performance reports and coordinating audit responses. Ability to analyse performance information and assess achievement against targets. Excellent coordination, facilitation and stakeholder management skills. Proficiency in Microsoft Office Suite and performance monitoring systems/tools. Strong analytical, writing and presentation skills. Good understanding of public service regulations, PFMA, and Treasury regulations
<u>DUTIES</u>	:	Coordinate performance monitoring activities across branches. Ensure indicators and targets are tracked in line with APP and Strategic Plan commitments. Conduct analysis of reported performance data and identify variances. Compile and submit quarterly and annual performance reports to relevant authorities (e.g., DPME, Treasury). Ensure the integrity and accuracy of reported information. Liaise with branches to verify and validate performance information. Facilitate internal and external audit processes related to performance information. Coordinate responses to audit queries and implement audit recommendations. Support programme evaluations and compile management reports. Coordinate planning and reporting engagements across the department. Ensure compliance with legislation, frameworks, and reporting standards. Conduct workshops and training sessions on performance monitoring and reporting requirements.
<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809
<u>POST 14/107</u>	:	<u>DEPUTY DIRECTOR: EDITOR REF NO: (ODG-110)</u> Overview: To manage the editorial function by ensuring accuracy, consistency, and alignment with the dtic's communication objectives through editing,

proofreading, and publishing quality content across various platforms and publications.

**SALARY
CENTRE
REQUIREMENTS**

: R896 436. per annum (level 11) (All-inclusive remuneration package)
: Sunnyside Pretoria
: A qualification at NQF level 7 in Journalism, Communications, Publishing, English, or related field as recognised by SAQA. 3–5 years' managerial experience in an editorial or content production environment, preferably in the public sector or corporate communications. Key Requirements Strong experience in editing and proofreading content for various audiences and platforms. Proficiency in language, grammar, writing, and editorial standards. Ability to manage publications and editorial calendars across print and digital formats. Familiarity with government communication protocols and corporate branding requirements. Experience working with layout and design teams, printers, and external communication suppliers. Project management skills and ability to meet tight deadlines. Excellent writing, interpersonal, and stakeholder management abilities. Proficiency in Microsoft Office and publishing software (e.g. Adobe InDesign, Acrobat).

DUTIES

: Editing and Content Quality Control: Edit and proofread all departmental content including reports, articles, speeches, and web material. Ensure adherence to grammar, tone, and branding guidelines. Conduct fact-checking and consistency checks across all published materials. Publishing and Editorial Planning: Coordinate production of internal and external publications including newsletters, brochures, and annual reports. Manage editorial schedules and publishing timelines. Liaise with service providers for layout, design, and printing. Stakeholder Engagement and Support: Collaborate with branches and units to source, refine and finalise content. Support media and communications teams with messaging consistency and quality assurance. Provide writing and editing support during events, launches, and campaigns. Governance and Reporting: Ensure compliance with dtic editorial policies and government communication standards. Maintain records of edited content and approvals. Compile reports on editorial activities, content pipeline and stakeholder feedback.

ENQUIRIES

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809

POST 14/108

: **INVESTIGATOR (2 POSTS) (SID&ETB-081)**
Overview: To conduct investigations, search & seizure operations, raids, and execute enforcement orders to ensure compliance with the B-BBEE Act.

**SALARY
CENTRE
REQUIREMENTS**

: R896 436.per annum (level 11) (All-inclusive remuneration package)
: Sunnyside Pretoria
: Three-year undergraduate qualification (NQF Level 6) in Public Administration, Business Administration, Economic Science, Law or related field. Minimum of 3 years' relevant experience at junior management level. Key Requirements: Demonstrated experience conducting investigations, including proactive and reactive cases. Experience planning and executing search & seizure operations and raids. Strong understanding of enforcement procedures and public hearings. Working knowledge of the B-BBEE Act, PFMA, National Treasury Regulations, the Constitution, and relevant inspection legislation. Analytical, report writing and presentation skills. Strong verbal and written communication skills. Good time and conflict management abilities. Ability to prepare evidence for public hearings and recommend referrals/prosecution where necessary. Experience managing case files and maintaining security of collected evidence.

DUTIES

: Conduct proactive and reactive investigations, including planning and executing search & seizure and raid operations. Ensure compliance with enforcement orders and provide evidence at public hearings. Manage and secure case files, evidence, and report on investigation trends and outcomes. Recommend referrals or prosecution to relevant regulatory or law enforcement institutions. Support and participate in the scheduling, preparation, and execution of public hearings. Provide input to operational planning and ensure asset accountability within the sub-division.

ENQUIRIES

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809

<u>POST 14/109</u>	:	<u>DEPUTY DIRECTOR: TENDERS REF NO: (ODG-193)</u> Overview: To manage the acquisition of goods and services through tender processes, ensuring compliance with supply chain regulations, transparency, and value for money in support of the dtic's operational and strategic objectives.
<u>SALARY</u>	:	R896 436 per annum (level 11) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Sunnyside Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Supply Chain Management, Public Administration, Finance, Logistics, or a related field as recognised by SAQA. 3–5 years' managerial experience in a Supply Chain Management environment with specific experience in tender/bid administration and/or management. Key Requirements Sound knowledge of public sector procurement legislation including PFMA, Treasury Regulations, and Preferential Procurement Policy Framework Act. Experience managing end-to-end tender processes including bid specification, evaluation, adjudication, and contract finalisation. Ability to manage procurement planning and alignment with the strategic and operational requirements of the department. Experience in stakeholder liaison with internal clients, bid committees, suppliers, and auditors. Excellent communication and report writing skills, including drafting tender documentation and submissions. Proficient in Microsoft Office and SCM systems such as LOGIS or eTender portal. Strong analytical, planning, and organisational skills. Integrity and the ability to work under pressure while ensuring compliance and ethical standards.
<u>DUTIES</u>	:	Tender Management and Administration: Coordinate and manage the full tender process in compliance with relevant legislation. Develop and review bid documentation, including terms of reference and evaluation criteria. Facilitate bid specification, evaluation, and adjudication processes and ensure accurate record keeping. Compliance and Governance: Ensure adherence to supply chain policies and applicable procurement laws and regulations. Maintain audit-ready records and implement corrective actions based on audit findings. Provide input into procurement risk assessments and implement mitigation strategies. Procurement Planning and Reporting. Support the development and implementation of annual procurement plans. Monitor tender progress and produce monthly, quarterly, and annual procurement reports. Track contracts awarded through tenders and ensure performance monitoring mechanisms are in place. Stakeholder Liaison and Capacity Building: Engage with internal stakeholders to support and advise on tender requirements and planning. Facilitate training and support to line functionaries on SCM and tender procedures. Coordinate with service providers and handle enquiries relating to tenders and awards.
<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103/ L Mabokela 012 394 1809
<u>POST 14/110</u>	:	<u>DEPUTY DIRECTOR: SAFETY REF NO: (CMSB/AMS 049)</u> Overview: To manage and monitor the dtic's compliance with all acts related to occupational health and safety (OHS) as well as environmental regulations, support events from a health and safety perspective, and oversee OHS activities on the dtic campus and regional offices including liaison with landlords and service providers.
<u>SALARY</u>	:	R896 436.per annum (level 11) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Sunnyside Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 as recognised by SAQA in Safety Management or relevant field. 3–5 years' experience in an Occupational Health and Safety Environment. Key Requirements Experience in developing and implementing OHS risk assessments and mitigation plans. Knowledge of OHS Act, Safety at Sports and Recreational Events Act, Tshwane bylaws, and NEMA and assessing and ensuring workplace compliance. Ability to coordinate with internal and external stakeholders on OHS compliance. Experience in drafting and implementing contingency / emergency response including evacuation plans. Skills in facilitating OHS training including First Aid, Fire Marshal, ERP, and other safety programmes. Experience with procurement and contract management of OHS service providers and equipment. Experience in developing, reviewing and implementing OHS policies and compile reports for internal and external stakeholders, including investigations and incidents related to OHSA in meeting regulatory requirements. Strong stakeholder

DUTIES

engagement, interpersonal, problem-solving, and planning abilities. Computer literacy in MS Office and familiarity with SHEMTRAC systems, OHS 45001 and knowledge on the Disaster Management Act.

: Risk / OHS Compliance Assessment: Develop and manage the implementation of hazard identification and risk assessment plans for the dtic campus and its regional offices. Coordinate internal and external stakeholder engagements on OHS compliance, including event risk support. Assess, manage and report on campus and regional offices safety compliance, audit findings, and noncompliance resolutions. Contingency Plans: Draft and implement contingency and emergency response plans, including conducting evacuation drills. Support event safety planning and coordinate with emergency services for readiness. Training: Facilitate training sessions for First Aid, Fire Marshals, OHS Representatives, and Emergency Response teams, management representatives and S16.2 appointments. Coordinate orientation for newly appointed OHS staff and manage training providers. Procurement: Procure ERP equipment and manage contracts with OHS training and service providers. Oversee the maintenance and readiness of emergency safety equipment. Reporting, Policies and Communication: Compile OHS reports, policies, and audit responses for internal and Department of Employment and Labour use, including on investigations of incidents and any encountered violations. Coordinate staff ERP appointments and ensure communication of responsibilities. Collate and submit environmental compliance inputs and maintain regular reporting cycles. Manage and coordinate statutory OHS meetings and engagements with designated OHS representatives and organised labour determined by legislation. Awareness creation of latest regulatory amendments and departmental responses to ensure compliance.

ENQUIRIES

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809

POST 14/111

: **ASSISTANT DIRECTOR: STATISTICAL ANALYSIS & MODELLING REF NO: (RESEARCH-028)**

Overview To support economic and policy decision-making by conducting robust statistical analysis, modelling and data interpretation in alignment with the strategic goals of the dtic.

SALARY CENTRE REQUIREMENTS

: R582 444.per annum (level 10)
: Sunnyside, Pretoria
: A qualification at NQF level 7 in Statistics and Economics, Econometrics and Statistics, Mathematical Statistics and Economics, or related field as recognised by SAQA. 3–5 years' experience in statistical analysis, modelling or quantitative research environment. Key Requirements: Experience in designing and conducting quantitative research and analysis. Proficiency in statistical software such as SAS, STATA, R, Python, or SPSS. Ability to apply econometric and statistical modelling techniques to support policy analysis. Experience in data collection, cleaning, validation, and transformation. Strong analytical and problem-solving skills in the context of economic or sectoral data. Ability to translate complex data into reports and presentations for both technical and non-technical audiences. Knowledge of public policy environment and economic development priorities. Excellent written and verbal communication skills. Proficiency in MS Office and data visualisation tools.

DUTIES

: Statistical Analysis and Modelling: Conduct data analysis and develop statistical models to inform policy and strategy. Interpret economic and sector-specific trends using relevant modelling tools. Prepare modelling outputs to support evidence-based decision-making. Research and Data Management: Collect, clean and validate data from various internal and external sources. Ensure data integrity and consistency in support of high-quality analytical outputs. Maintain databases, documentation and metadata for repeatable and transparent research. Reporting and Presentation: Prepare technical reports, policy briefs, and visual presentations based on analytical work. Communicate insights and trends to stakeholders in a clear and concise manner. Assist with preparing responses to data and analysis-related requests from senior management or external stakeholders. Stakeholder Support: Collaborate with internal teams to support data-driven policy and programme development. Liaise with national statistical agencies, academia, and research bodies where necessary. Participate in working groups and technical discussions related to data and modelling.

<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103/ L Mabokela 012 394 1809
<u>POST 14/112</u>	:	<u>ASSISTANT DIRECTOR: SERVICES INDUSTRIES REF NO: (IIAF&A-010)</u> Overview the dtic is looking for a dynamic, detail-oriented, and motivated professional to join the Services Industries Investment Promotion team. The successful candidate will support the attraction, retention and expansion of local and foreign direct investment (FDI) in the Business Process Outsourcing, Tourism, and Creative sectors.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum (level 10) Sunnyside, Pretoria A qualification at NQF level 7 in in Business Management/Investments/ Finance/ Economics/ Marketing, or related field as recognised by SAQA. 3–5 years' experience in a relevant field (Industry, Marketing, or Finance in either public or private sector. Key Requirements: Experience Demonstrated ability to support investment promotion initiatives. Strong stakeholder engagement and communication skills. Ability to analyse investment proposals and prepare research reports. Good understanding of economic trends and public policy. Ability to work independently, meet deadlines, and manage multiple priorities. Knowledge and understanding of Public Finance Management Act and Treasury Regulations, public service act. Proficient in MS Packages.
<u>DUTIES</u>	:	Contribute to the development of investment recruitment strategies. Support the execution of inward and outward investment missions. Maintain and update the investor projects database. Conduct research and provide analysis on investment proposals. Assist with lead generation and risk mitigation strategies. Support the development and implementation of marketing plans. Facilitate early-stage investor engagement and visit coordination. Track and analyse foreign direct investment trends. Prepare and package investment project information for conferences and missions. Develop initial value propositions and sector insights. Establish and maintain partnerships with both public and private stakeholders. Promote effective communication and collaboration across sectors. Ensure quality assurance on CRM inputs. Follow up on investment enquiries and regulatory matters. Identify target investor groups for specific incentives. Collate inputs for quarterly and annual business plans and reports. Contribute to risk reporting and mitigation planning. Assist in managing the human resources of the sub-sub-directorate.
<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809
<u>POST 14/113</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL STATEMENTS (ODG-233)</u> Overview To provide support to the Office of the Chief Financial Officer in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations regarding financial reporting.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (level 9) Sunnyside, Pretoria A qualification at NQF level 7 in Financial Management or a Finance-related field in accounting as recognised by SAQA. 3–5 years' experience in Financial Management, of which 2 years must be in the compilation of financial statements. Key Requirements: Thorough understanding of the PFMA, Treasury Regulations, MCS and AMD. Experience in the preparation and review of monthly, quarterly, and annual financial statements. Ability to coordinate internal and external audit activities and respond to audit queries. Experience in reviewing general ledger accounts, suspense and clearing accounts, and financial statement working papers. Ability to interpret the trial balance and identify misallocations and control weaknesses. Strong planning and organisational skills, and attention to detail. Excellent report writing, communication and analytical skills. Proficiency in Microsoft Office packages, especially Excel, Word, and PowerPoint. Experience engaging with stakeholders including National Treasury and Auditor-General.
<u>DUTIES</u>	:	Financial Reporting: Generate project plans for monthly, quarterly, and annual financial statements in line with MCS and AMD. Interpret amendments to MCS/AMD and ensure compliance in financial reporting. Verify the compiled financial statements against inputs received from various stakeholders for accuracy, completeness and compliance. Coordinate the planning, preparation, verification and submission of financial statements and trial

balance to relevant authorities. Review draft reports, prepare commentaries on financial statements to management to assist with informed decisions and implementation thereof, and verify compliant working papers. Facilitate and review of the Annual Report. Submission of interim and annual financial statements to National Treasury and or Auditor General. Internal and External Audit Procedures: Assist with internal and external auditors during audits and address audit queries. Provide verified supporting documentation and implement resolutions from audit findings and audit requests, for both internal and external auditors. Arrange ad-hoc meetings where applicable. Review of Financial Statements (Internal Control): Review general ledger accounts, working papers, and supporting schedules. Identify control deficiencies through review processes, prepare memos, and follow up on corrective actions. Perform lease and revenue reviews and ensure the completeness of reporting registers. Business plans and reports. Contribute to risk reporting and mitigation planning Assist in managing the human resources of the sub-sub-directorate. Review monthly, quarterly and annual financial statements for compliance and accuracy against verified working papers. Financial Statement Forums and Meetings: Participate in and implement resolutions from forums and meetings convened by National Treasury. Resolve issues related to financial reporting through consultation and collaboration. Stakeholder Management: Communicate financial reporting requirements and policy updates to stakeholders. Engage with external bodies such as National Treasury and Auditor-General as required.

ENQUIRIES : Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809

POST 14/114 : **NON-PROLIFERATION OFFICER REF NO: (TPN& C-063)**
Overview: To provide technical support to the South African Council for the Non-Proliferation of Weapons of Mass Destruction in implementing South Africa's obligations under international treaties and regimes such as the Comprehensive Nuclear-Test-Ban Treaty, Nuclear Suppliers Group, Treaty on the Prohibition of Nuclear Weapons, Missile Technology Control Regime, and UN Security Council Resolution 1540.

SALARY : R397 116. per annum, (level 8)
CENTRE : Sunnyside Pretoria
REQUIREMENTS : A qualification at NQF level 7 in Engineering (Electrical or Mechanical) or Science with majors in Physics and/or Chemistry, as recognised by SAQA. 3–5 years' experience in Electrical or Mechanical Engineering, or Chemical or Physical Sciences environment. Key Requirements: Experience with evaluating permit applications and applying non-proliferation legislation. Understanding of South Africa's obligations under international non-proliferation treaties and regimes. Experience working with government and international stakeholders in technical or regulatory environments. Ability to coordinate technical inspections, meetings and stakeholder engagements. Strong report writing, research, and scientific analysis skills. Ability to contribute to compliance reporting and support committee structures. Competency in MS Office and project management tools. High attention to detail and strong analytical thinking skills. Excellent communication, relationship management, and interpersonal skills.

DUTIES : Implement Non-Proliferation Legislation: Evaluate permit applications and interpret legislation for industry guidance. Coordinate registration and permit processes, and investigate controlled goods end users. Support compliance teams and provide technical input at meetings. Coordination and Networking: Coordinate with stakeholders across government and industry on nuclear and missile delivery systems. Facilitate logistics for local and international inspections and participate as part of South African escort teams. Support International Obligations and Council Committees: Align national implementation with international commitments under MTCR, NSG, CTBT, etc. Provide secretarial support and implement decisions of coordinating committees. Contribute to national reports and committee activities. Administer MoUs and SLAs: Lead approval and implementation of the MoU with the Financial Intelligence Centre. Facilitate budgeting, payments and reporting for the SLA with Council for Geosciences. Participate in International Forums: Attend international meetings related to CTBT, TPNW, NSG, and MTCR. Evaluate working papers and prepare technical position papers. Capacity Building: Organise training and educational visits for Council

		Committee members. Provide instructional support for strategic trade enforcement training.
<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809
<u>POST 14/115</u>	:	<u>BBB-EE INVESTIGATION & ENFORCEMENT OFFICER</u> <u>REF NO: (SID&ETB-087)</u> To perform investigation and enforcement functions to ensure compliance with the B-BBEE Act and report on complaint trends.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101. per annum (level 7)
	:	Sunnyside Pretoria
	:	Three-year undergraduate qualification (NQF Level 6) in Public Administration, Business Administration, Economic Science, Law, or a related field. 3 years of relevant experience in investigation and enforcement or related field Key Requirements: Knowledge of the Constitution, PFMA, Treasury Regulations, B-BBEE Act and compliance frameworks. Experience handling, screening and analysing complaints within an enforcement or regulatory environment. Ability to coordinate alternative dispute resolution processes and maintain associated records. Strong written and verbal communication skills, including reporting. Good administrative and organisational skills, including database tracking and monitoring of turnaround times. Ability to work under pressure, travel when required, and work flexible hours as needed. Proficiency in Microsoft Office and complaints handling systems.
<u>DUTIES</u>	:	Complaints Handling: Handle complaints lodged with the Commission in line with established procedures and processes. Develop and implement fast-track procedures to attend to and resolve client complaints. Review complaints handling systems and provide recommendations for efficiency improvement. Database and Tracking System: Maintain and update the database and tracking system of complaints. Monitor compliance with turnaround times and submit weekly reports on delays. Ensure complainants are informed of reference numbers and progress. Screening and Analysis of Complaints: Implement methodologies for complaint screening and analysis. Categorise complaints and identify those for investigation or referral. Assess complaints for referral to higher authorities or other institutions. Alternative Dispute Resolution: Identify complaints suitable for alternative dispute resolution (ADR). Coordinate and maintain consistency in ADR processes and documentation. Record the number and nature of complaints resolved through ADR. Reporting and Administrative Support: Produce progress reports on work done as required. Perform administrative duties as allocated by the manager.
<u>ENQUIRIES</u>	:	Ms K Xaluva,Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference.

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: applications@presidency.gov.za
- FOR ATTENTION** : Ms L Mphahlele
- CLOSING DATE** : 13 May 2025
- NOTE** : Applications must include only TWO (2) documents. A completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. ONLY shortlisted candidates will be required to submit certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, to Human Resources on or before the day of the interview. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. Due to the large number of applications we envisage to receive, correspondence will be limited to successful candidates only, applications will however be acknowledged by auto response. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department be affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates and pre-employment screening to determine the suitability of a person for employment. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be required to enter into the SMS employment contract and a performance agreement. The successful candidate will be subjected to reference checks and a security clearance up to the level of "Top Secret". The requirements for appointment at Senior Management Service (SMS) level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government (NSG). Shortlisted candidates should therefore provide proof (prior to the interviews) that they have registered for the SMS Pre-Entry programme, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted SMS 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, be required 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. Failure to submit the requested documents will result in your application not being considered. In addition, the successful candidate will have to disclose their financial interests.

MANAGEMENT ECHELON

<u>POST 14/116</u>	:	<u>HEAD OF POLICY AND RESEARCH SERVICES (REF: PRS/PRES/2025)</u>
<u>SALARY</u>	:	R1 741 770 per annum (level 15) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate plus an appropriate postgraduate or equivalent qualification on NQF level 8 as recognized by SAQA. 8 years' experience at Senior managerial level. Process competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Problem solving and analysis. Knowledge management. Core competencies: Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Stakeholder management. Knowledge: In depth understanding of the Public Service Regulatory Framework. Good understanding of government policies, programmes, strategies, projects and plans. Public Service Regulatory Framework. Government systems. Good knowledge and ability to use appropriate research methodologies. Monitoring and evaluation methods, tools and techniques. Knowledge of assessment and reviews techniques.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: Provide policy support and advise to the Political Principals in The Presidency. Facilitate policy coordination in government through the Cabinet system and FOSAD. Liaise with Senior Officials responsible for research and policy development in government as well as Think Tanks and Research Institutions to identify research gaps and outcomes that impact on public policy and use such to make recommendations on interventions required. Provide technical support to the structures chaired by the President and Deputy President. Conduct socio-economic impact assessments in respect of policy outcomes.
<u>ENQUIRIES</u>	:	Mr Thabiso Moloi Tel No: (012) 300 5866
<u>NOTE`</u>	:	NB: Email applications must on the subject line state ONLY the Reference number: PRS/PRES/2025 (with no spaces)

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

The 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** : Applications 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. Please note that this is a re-advertisement of the post that was advertised in the Public Service Circular No. 13 of 2025. The post is readvertised due to the incorrect required qualifications.
- CLOSING DATE** : 16 May 2025

OTHER POSTS

- POST 14/117** : **DEPUTY DIRECTOR: COMMUNICATION REF NO: 12/2025**
- 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 and car allowance.
- CENTRE REQUIREMENTS** : Bloemfontein
Appropriate NQF Level 7 qualification in Communication, Media Studies, Journalism, Public Relations or Marketing Studies in 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.
- DUTIES** : 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. Richard Matsoso Contact number: 0608805502

DEPARTMENT OF EDUCATION

- APPLICATIONS** : Please submit your application, quoting the relevant reference number on your Z83 application as well as on the envelope to: The Director: Human Resource Administration, Department of Education, Bloemfontein 9300. (Old Saambou Building, Ground Floor, corner Charlotte Maxeke and Aliwal Street – Box at Security and or Private Bag X20565, Bloemfontein, 9300). or: e-mail to erecruitment3@fseducation.gov.za
- CLOSING DATE** : 16 May 2025
- NOTE** : It is the intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference. Applicants must apply using the NEW Z83 form which can be downloaded at

<http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. From 1 January 2021 should an application be received using the incorrect application form for employment (Z83), it will not be considered. Please ensure to complete ALL fields on the new Z83 application form. A recent comprehensive, detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies, and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Applicants are not required to submit copies of qualifications and other relevant documents on application but must only submit the Z83 and curriculum vitae (Only shortlisted candidates will be required to submit certified documents). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. Separate applications must be submitted for every vacancy. N.B.: Please note that: Incomplete and late applications will not be considered (applications posted, couriered, and received after the closing date and those that do not comply with these instructions will not be considered). The onus is on the applicants to ensure that their applications are posted, e-mailed or hand delivered timeously. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are requested to complete the new Z83 form properly which must be authenticated by a signature and initialed on both pages and clearly quoting the relevant REF NO number for each post applied for. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-RSA residents/permanent residents will submit proof only when shortlisted. 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 has been unsuccessful. Please note it might be expected of short-listed applicants to complete a project. Successful candidates on level 13 and higher must undergo a Competency test. Introduction and general measures: NB: as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Entry level requirement 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 Government (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 link below: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. certificate to be submitted prior to appointment. Regarding e-mailed applications: Applications must be submitted as a SINGLE Document/One Attachment to the e-mail address specified for each position. (kindly note that e-mailed applications and attachments should not exceed 15mb). it remains the candidate's responsibility to ensure that their application is successfully submitted. CV should not be more than 3 pages.

OTHER POSTS

<u>POST 14/118</u>	:	<u>DEPUTY DIRECTOR: SPECIAL PROGRAMMES SUB DIRECTORATE: OFFICE OF THE MEC: EDUCATION: REF NO: PS1/2025/01</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (All-inclusive annual salary package) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein: Head Office A relevant B Degree or equivalent qualification as recognised by SAQA. (NQF Level 7). Minimum of 5 years' experience in the management of resources post

		qualification. Knowledge of relevant legislation applicable to special programmes and a Valid Driver's licence.
<u>DUTIES</u>	:	Key Responsibilities: To manage and coordinate Special Programmes activities to ensure the service delivery and smooth flowing communication. To develop policy/strategies of special programmes to ensure execution of and alignment with National frameworks. To co-ordinate the alignment of action plans on special programmes in the department of education to ensure effective and efficient execution of plans. Establishment of QLTC Structures at the Provincial and the District level. Ensure its functionality in all Schools in the Province. Monitor and provide advice on the establishment of Special Programme Forums in The Departments to oversee implementation of these special programmes. Attend Special Programme Committees both in the province and in partnership with all relevant key stakeholders and National Department of Education to keep abreast of the latest developments regarding special programmes and to provide inputs from a provincial perspective. To develop and facilitate the implementation of a departmental policy and operational plan with regard to Youth, Women and Disability (in line with provincial policy). To assist line-functionaries in the department with the implementation of such policy / plan. To co-ordinate all matters related to Youth, Women and Disability in the Department. To integrate activities related to Youth, Women and Disability in the Department. To initiate and facilitate special programmes related to Youth, Women and Disability in the Department. To monitor and evaluate the implementation of all legislation and the effectiveness of all programmes relating to Youth, Women and Disability in the department, in partnership with National Department of Education on Youth Built and Women's Built: Monitor/Evaluate/Analyse the implementation of special programme policies/strategies in the Department in order to report on progress and to make recommendations on possible changes. Overall management of the resources of the Sub-directorate to ensure the smooth running of the component.
<u>ENQUIRIES</u>	:	Mr M Tseeke Tel No: (051) 404 8411
<u>POST 14/119</u>	:	<u>ASSISTANT DIRECTOR: SPECIAL PROGRAMMES: OFFICE OF THE MEC: EDUCATION: REF NO P1/2025/02</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 – R551 823.per annum (Level 9) A basic salary Bloemfontein: Head Office
<u>DUTIES</u>	:	Degree/3-year diploma or equivalent qualification. Minimum of Three years' experience post qualification. Computer literacy and valid driver's licence. Attend and assist the office of the MEC in the execution of its special programmes and other related matters. Develop and facilitate the implementation of departmental policies and programmes with regard to Gender, Youth, Disabilities, Children's Rights and Batho Pele. Support line functionaries regarding implementation of Gender, Youth, Disabilities, Children policies and the White Paper on Batho Pele. Co-ordinate, promote and implement all matters related to Youth, Gender, Disability, Children's Rights and Batho Pele in the department. Ensure the establishment of functional structures of Quality Learning and Teaching Campaign to the Province, Districts, Circuits and Schools. Ensure that all National importance days are observed and Celebrated by the Department. Provide technical advice on matters related to special programs and transformation to senior management. Liaise and communicate with both internal & external key stakeholders of the Department in relation to Gender, Youth, Disabilities and Batho Pele programmes. Coordinate and facilitate activities of moral regeneration movement with all stakeholders and the department.
<u>ENQUIRIES</u>	:	Mr M Tseeke Tel No: (051) 404 8411

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

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

<u>APPLICATIONS</u>	:	Applicants are urged to choose/ utilise one of the methods provided to forward application to: Department of Sport, Arts Culture and Recreation, Human Resource Management Directorate (Recruitment Division), Applications maybe hand delivered (drop off application box) Ground Floor, Zana Building,
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CLOSING DATE
NOTE

Corner Hill and Henry Street Bloemfontein OR submit application through email as a single scanned document/one PDF attachment to the email addresses specified for each position (kindly note that the emailed application and attachments should not exceed 5mb) alternatively courier to Zana Building, corner Hill and Henry Street Bloemfontein, Room 9 (Attention Mr L Moadira) 16 May 2025

Applications should be submitted on form Z.83, which can be downloaded from www.dpsa.gov.za and must be accompanied by a comprehensive CV only. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full (Separate application for every reference number). Subject matter must reflect the post reference number on the email. It will be expected from Shortlisted candidates to present certified copies of qualifications once interview process is communicated. 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), NON-RSA citizens must provide proof of permanent residence permit (if shortlisted). The onus is on the applicants to ensure that their applications are couriered or hand delivered timeously as NO applications received after the closing date and as well as incomplete applications will be considered. Applicants are respectfully informed that shortlisted candidates are subjected to pre-employment screening (verification of qualification, security clearance, citizenship, credit record check and employment verification), to determine suitability for employment. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful. Shortlisted candidates will be subjected to a practical pre-entry assessment that intends to test relevant technical, generic and integrity elements link to specific post. The suitable candidates will be selected with intention of promoting representativity and achieving EE targets as contemplated in the departmental Employment Equity plan.

MANAGEMENT ECHELON

POST 14/120

DIRECTOR: HERITAGE, MUSEUM AND LANGUAGE SERVICES (REF NO 2200 / 1)

SALARY

R1 216 824 per annum (level 13) (This all-inclusive remuneration package consists of a basic salary, the State's contribution to contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules

CENTRE
REQUIREMENTS

Bloemfontein
An appropriate Degree (NQF 7 Qualification) preferably in Heritage Practice and/or Heritage Management / Heritage Studies / Cultural Anthropology and/or related studies. 5 Years' middle / senior management experience in the field. Pre-entry certificate for senior Management service (Nyukela Certificate) (which must be submitted prior to appointment). Driver's License Managing of resources in a public sector environment; developing and implementing policies, strategies and programmes. Knowledge of – Relevant legislation, including the Constitution, and policy applicable to the Directorate; Strategic management; Organisation development; Corporate and employee performance management. The ability to –Meaningfully communicate orally and in writing with a variety of audiences; Collaborate effectively with a range of stakeholders; Effectively work as a team member in multi-disciplinary teams; Analyse and integrate data in order to solve problems and make appropriate decisions; Manage conflict; Provide leadership and inspire subordinates; Effectively use MS Office applications; Manage programs and projects; Manage finances; Manage people; Manage risk; Set and enforce appropriate work and behavioural standards. Professional Strong customer orientation. Honesty and integrity, including maintaining confidences, Fair, unbiased, empathetic, and helpful in dealing with customers, superiors and subordinates

DUTIES

To manage a Directorate than enhance heritage, Museum and Language Service in the department which inter alia - preserve promote and exhibit natural and cultural history of the inhabitant of the province- as well the promotion and development of official languages and multi- linguicism in the Free State. Develop Heritage and Museum Regulations for the province. Develop guidelines for loaning, donation and selling of artefacts for the province. Prepare quarterly report on the management of Heritage, Museum

		and implementation of Language Act in the province. Establish and maintain working relationship with Civil Society and related interest groups for the development of Heritage, Museum and Language in the province and outside the province. Responsible for management of assets, Financial and Human Resources and infrastructure. Coordinate, preparing and Chairing Inter-Departmental Language Forum and Friends of the Museum meeting and/or render support services to statutory bodies within the province. Develop and implement Annual Performance Plan for the Unit and report performance monthly. Assist and advice the Chief Director: Cultural Affairs on policy matters which are related to the Directorate
<u>ENQUIRIES</u>	:	Ms Tlaleng Modupe Tel No: 066 479 1443
<u>APPLICATIONS</u>	:	recruit.bt@sacr.fs.gov.za
<u>NOTE</u>	:	Following the interview and technical exercise, for the above two 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 for Senior Management Service positions
<u>POST 14/121</u>	:	<u>DIRECTOR – HUMAN RESOURCE MANAGEMENT (REF NR 1300/2)</u>
<u>SALARY</u>	:	R1 216 824 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in term of the applicable rules.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 7 as recognised by South African Qualification Authority (SAQA) or equivalent qualification. 5 years' experience at a middle/ senior management level in Public Service. Key Competencies: developing and implementing policies, strategies and programmes. Knowledge of relevant legislation and policies link to key performance areas attached to the post. Ability to analyse and integrate in variety of work scenarios and data to solve problems and make appropriate decisions. Collaborate effectively with range of stakeholders. Completion of the Pre-Entry certificate for Senior Management Service (Nyukela Certificate) (which must be submitted prior to appointment) Valid Driver's Licence.
<u>DUTIES</u>	:	Provide strategic advice and direction to the Human Resource Management Directorate which include Human Resource Practices & Administration, HR utilization and capacity building with performance management, Employee Relations, Human Resource Planning and Strategies as well as Employee Wellness programmes. Responsible for policy development analysis and implementation related to various sub-directorates under his/her span of control. Participate in preparing and reviewing the departments' performance management system by setting key performance indicators (KPI's) aligned with the strategic and annual performance plan as well as regular monitoring and reporting on KPI as required. Ensure consistent compliance with national and provincial legislation, applicable to and affecting the directorate as well as advice to Head of the Department and EA in this regard. Plan, organise lead and control preparation and submission of an annual business plan for the Directorate as well as risk management. Responsible for budget management, implementation of supply chain management system and practices, human resource management, knowledge management as well as contract management in respects of all sub-directorate, division allocated under his/her span of control to ensure effective delivery activities undertaken by the directorate.
<u>ENQUIRIES</u>	:	Ms Irene Ikaneng Tel No: 066 474 7209
<u>APPLICATIONS</u>	:	recruit.si@sacr.fs.gov.za
<u>NOTE</u>	:	Following the interview and technical exercise, for the above two 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 for Senior Management Service positions.
<u>POST 14/122</u>	:	<u>COLLECTION OFFICER (REF NO 2261/ 4)</u>
<u>SALARY</u>	:	R397 116. per annum (Level 8) A basic salary
<u>CENTRE</u>	:	Bloemfontein

<u>REQUIREMENTS</u>	:	An appropriate NQF 7 qualification preferable Museum / Heritage science. Minimum of three (3) years' experience in a museum or heritage related environment. Drivers Licence. Computer Literacy. Knowledge in handling and conservation of artefact's, electronic documentation and store management as well as research methodology. Ability to maintain good public relations, report writing and administrative skills as well as competency to operate photography equipment
<u>DUTIES</u>	:	Develop and maintain documentation systems and processing system for artefact within Provincial Museum Services. Develop and maintain administrative procedures to support the management and compliance of museum collections as well as preparation of condition reports and collection audits. Manage book collection within the museums. Conservation and preservation of artefacts. Expose communities to their heritage by making artefacts available for research, museum exhibitions, outreach programs and general public Responsible for management of resources e.g., financial planning, asset management and staff supervision.
<u>ENQUIRIES</u>	:	Ms Tlaleng Modupe Tel No: 066 479 1443
<u>APPLICATIONS</u>	:	recruit.bt@sacr.fs.gov.za
<u>POST 14/123</u>	:	<u>OCCUPATIONAL HEALTH & SAFETY OFFICER (REF NO 1444/ 3)</u>
<u>SALARY</u>	:	R397 116 per annum (Level 8) A basic salary
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 7 Degree in Social Science with Comprehensive relevant experience in OHS work (2-3 years' work experience) OR Occupational Health and Safety Management, or Safety Management, knowledge and understanding of OHS/SHERQ issues in the workplace. Ability to analyse and develop OHS policies. Knowledge and understanding of monitoring and evaluation tools and processes in the context of OHS/SHEQ. Courses linked with SHEQ will be an advantage. Valid Driver's license.
<u>DUTIES</u>	:	Ensure implementation of the Occupational Health & Safety Act. Oversee availability and serviceability of Occupational Health & Safety equipment. Identify SHE hazard and risk trends and provide mitigation measures. Conduct continuous analysis of first aid management. Provide advice and guidance on Occupational Health & Safety issues. Ensure training of staff in Occupational Health & Safety practices. Supervise Cleaners.
<u>ENQUIRIES</u>	:	Ms Irene Ikaneng Tel No: 066 474 7209
<u>APPLICATION</u>	:	recruit.si@sacr.fs.gov.za
<u>POST 14/124</u>	:	<u>SENIOR REGISTRY CLERK (REF NO 1304/5)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 7) A basic salary
<u>CENTRE</u>	:	Bloemfontein (Human Resource Management Directorate)
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent qualification. 3 5 years' experience required. Knowledge of registry duties, practices as well as the ability to capture data, and how to utilize computer/E-filing Systems optimal Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures required within a registry environment.
<u>DUTIES</u>	:	Supervise and provide registry counter services. Handling of incoming and outgoing correspondence. Render an effective filing and record management service. Supervise the operation and operate office machines in relation to the registry functions. Supervise the procedure and/or processes required for archiving and/disposal of documents. Supervise human resources.
<u>ENQUIRIES</u>	:	Ms Irene Ikaneng Tel No: 066 474 7209
<u>APPLICATIONS</u>	:	recruit.si@sacr.fs.gov.za
<u>POST 14/125</u>	:	<u>PERSONAL ASSISTANT (OFFICE OF THE CFO) (REF NO 1200/8)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 7) A basic salary
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 with proven ability to apply knowledge and skills, secretarial qualification or equivalent. Minimum of two (2) years' experience in a secretarial or administrative related environment. Drivers Licence. Knowledge of Computer Literacy (Windows). Ability to draft submissions, plan, organize, communicate, have good interpersonal relations, produce accurate work, be professional, co-ordinate, Typing.

<u>DUTIES</u>	:	To Manage the engagement of the Chief Financial Officer to ensure attendance of Chief Financial Officer at all relevant/prioritized meetings To compile all necessary documents for the Chief Financial Officer in terms of the meetings to be attend and to sensitize him/her on the contents thereof Correctly classify documents and ensure the safe-keeping thereof, ensure an efficient flow of information and documents to and from the office of the Chief Financial Officer To compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders. To attend meetings with Chief Financial Officer with the purpose of minuting resolutions and interaction with role-players to ensure implementation of such resolutions. To act as secretariat for meetings scheduled by Chief Financial Officer which include preparation of relevant correspondence in connection with this engagement. To record decision and to communicate it, with the purpose of execution, to role-players, to follow-up on progress made and to prepare briefing notes to the Chief Financial Officer to deal with enquiries received, internally and externally to the relevant stakeholders
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Irene Ikaneng Tel No: 066 474 7209 recruit.si@sacr.fs.gov.za
<u>POST 14/126</u>	:	<u>ADMINISTRATION OFFICER (OFFICE HEAD OF DEPARTMENT (REF NO 1100/9)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 7) A basic salary Bloemfontein An appropriate NQF 6 qualification with proven ability to apply knowledge and skills, or equivalent. 3 -4 years' public sector experience will be an advantage Knowledge of basic Personnel administration, BAS, Treasury Regulations. Financial Regulations Valid Driver's license.
<u>DUTIES</u>	:	Record, organise, capture and retrieve correspondence and data (line function). Distribute documents/packages to various stakeholders as required. Keep and maintain incoming and outgoing register of the component. Collect/receive of any information for consolidation and reporting. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Maintain leave register of the component. Arrange travelling and accommodation for officials with office of the Head of Department. Capture and update expenditure report within Office of the Head of Department. Check correctness of subsistence and travel claims of officials within office of the Head of department and acquire approval for these claims Keep and maintain personal records in the component. Responsible for staff supervision
<u>ENQUIRIES APPLICATION</u>	:	Ms Irene Ikaneng Tel No: 066 474 7209 recruit.si@sacr.fs.gov.za
<u>POST 14/127</u>	:	<u>MUSEUM OFFICER (REF NO 2254 / 6)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321.per annum (Level 5) A basic salary Transgariep Museum (Phillipolis) Senior Certificate or equivalent qualification. Computer Literacy Basic experience as receptionist tour guide or museum related work and/or valid driver's licence will be an advantage
<u>DUTIES</u>	:	Render and effective frontline service in the museum by welcoming the tourist and visitors, provide guidance to them in and around the museum by sharing information related to the museum. Responsible for basic museum collection administration, relating to artefacts, displays and other items in the museum. Responsible for safety and neatness of museum building and displays. Responsible for management of assets and human resources Perform administrative task link to the post.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Tlaleng Modupe Tel No 066 479 1443 recruit.bt@sacr.fs.gov.za
<u>POST 14/128</u>	:	<u>CLEANER (REF NO 3800 / 7)</u>
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 2) A basic salary Bloemfontein (Library Services)

- REQUIREMENTS** : ABET qualification Capacity to operate cleaning equipment and knowledge how to use cleaning product and methods Ability to carry out instruction mostly repetitive/ routine nature received from supervisor
- DUTIES** : Responsible for a clean and hygienic environment by cleaning offices, corridors, elevators, boardrooms, kitchens and restrooms. (Cleaning duties entails for example dusting. Sweeping, vacuum of carpets, empty and clean dustbins, wash crockery, prepare boardroom for meeting. By cleaning it, place water and crockery before meeting commence Effective use of cleaning material and equipment, care thereof, requesting supplies in time and report on defaults immediately.
- ENQUIRIES** : Ms Lerato Twala Tel No: 066 479 1247
- APPLICATIONS** : recruit.ly@sacr.fs.gov.za

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ROADS AND TRANSPORT**

<u>APPLICATIONS</u>	:	In line with the Department's employments Equity Plan, Females and People With Disabilities are encouraged to apply. To apply for the below positions, please apply online at http://jobs.gauteng.gov.za Only online applications will be considered and for general enquiries please contact Human Resource on 0833240044/ 0837924851.
<u>CLOSING DATE</u>	:	16 May 2025
<u>NOTE</u>	:	Applicants must utilise the most recent online Z83 application for employment form available online and complete the declaration as per the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and declared online. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to complete Z83 and upload the Curriculum Vitae (CV) will result in disqualification. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.
OTHER POST		
<u>POST 14/129</u>	:	<u>ASSISTANT DIRECTOR: REPORTING REF NO: REFS/022210</u> Chief Directorate: Financial and Management Accounting
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Bedfordview
<u>REQUIREMENTS</u>	:	An appropriate Degree/Diploma in Accounting or Financial Accounting. Minimum of 3-5 years' experience working in the public sector financial reporting environment. Knowledge of GRAP and PFMA/MFMA or Treasury Regulations. Excellent computer literacy, including email and internet skills. Proficient knowledge and skills of finance practices as well as a good knowledge of the public service finance management framework. Excellent communication, writing and reporting skills.
<u>DUTIES</u>	:	Provide monthly management report; Prepare Section 40 report as legislated by Public Finance Management Act. Submission of Section 40 report timeously. Provide periodic reporting. Co-ordinate financial information for Audit Committee report quarterly. Prepare financial information for the APP report quarterly. Provide financial information for the Annual report annually. Provide Financial Statements; Prepare and submit quarterly and Annual Financial Statements for review, quality assurance and audit. Prepare a well referenced audit file with lead schedules and supporting documents. Attend to audit queries as required. Manage reconciliations; Review monthly Bank and SAP reconciliation for approval. Review monthly Persal and SAP reconciliation for approval. Scan the approved reconciliations on to a shared drive on Teams App. Manage human resources; Manage and review performance of subordinates. Manage administration of subordinates leave forms
<u>ENQUIRIES</u>	:	Ms. Andiswa Gingqi Tel no: (011) 372 – 8660
<u>APPLICATIONS</u>	:	Must be submitted online at https://jobs.gauteng.gov.za alternatively email to gFleeTRecruitment@gauteng.gov.za . For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered and late applications will be considered.
<u>NOTE</u>	:	It is our intention to promote representative (Race, Gender, and Disability) in the Public Service through the filling of this post. Applications must be

submitted on form Z83(effective 01 January 2021), obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). The logistics of which will be communicated by the Department. Department reserves the right not to make appointment to the advertised post.

<u>CLOSING DATE</u>	:	16 May 2025
<u>POST 14/130</u>	:	<u>CHIEF ARTISAN GRADE A-B REF NO: REFS/022228 (02 POSTS)</u> Roads Maintenance and Fleet Services
<u>SALARY</u>	:	R480 261 – R769 920.per annum (plus benefits). Proof of recognized experience will be requested only to the shortlisted candidates.
<u>CENTRE</u>	:	Ekurhuleni, Tshwane
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate in Diesel or Electromechanical; 10 years post qualification experience as an Artisan or Artisan Foreman. Valid driver's license (C1); Knowledge in automotive; Knowledge in mechanical and electrical components; Knowledge of power machines, i.e motor; Knowledge of hydraulics system equipments; Knowledge of electrical and mechanical analogues; knowledge of Relevant legislation and Public Service Regulations; Knowledge of SLAs; Technical and report writing skills; Computer-aided technical applications; Project management Technical design and analysis knowledge.
<u>DUTIES</u>	:	Manage plant, equipment and workshop/building facilities and related technical services; Manage regional assets associated with plant and equipment; Manage Risk and OHS at the region; Manage administrative and related functions; Maintain and advance expertise; Manage resources (Human and financial).
<u>ENQUIRIES</u>	:	Ms. M. Mashele/ Mr. S. Ngcobo/ Ms. V. Majoko Tel. (011) 355-7082/7043 / (012) 2367 /2350
<u>POST 14/131</u>	:	<u>ARTISAN FOREMAN GRADE A-B REF NO: REFS/022226 (03 POSTS)</u> Roads Maintenance and Fleet Services
<u>SALARY</u>	:	R382 047 – R571 089.per annum (plus benefits). Proof of recognized experience will be requested only to the shortlisted candidates.
<u>CENTRE</u>	:	Heidelberg, Tshwane, West Rand
<u>REQUIREMENTS</u>	:	An Appropriate Trade Test Certificate in Diesel or Electromechanical. Minimum of 5years post qualification experience as an Artisan. A valid Driver's License. Valid driver's license (C1). Knowledge and Skills: Relevant legislation and Public Service Regulations, Knowledge of SLAs, Knowledge of legal compliance Knowledge in automotive, Knowledge in mechanical and electrical components, Knowledge of power machines, i.e motor, Knowledge of hydraulics system equipment's, Knowledge of electrical and mechanical analogues. computer skills, Communication, Creativity, Planning and Organizing and Conflict Management.
<u>DUTIES</u>	:	Supervise compliance of plant and equipment in the workshop/building facilities/site. Control and monitor the Maintenance and services rendered. Perform administrative and related functions. Maintain and advance expertise. Manage resources.
<u>ENQUIRIES</u>	:	Ms. M. Mashele/ Mr. S. Ngcobo/ Ms. V. Majoko Tel. (011) 355-7082/7043 / (012) 2367 /2350
<u>POST 14/132</u>	:	<u>ARTISAN PRODUCTION GRADE A-C REF NO: REFS/022227 (12 POSTS)</u> Roads Maintenance and Fleet Services

<u>SALARY</u>	:	R243 597 – R408 048.per annum (plus benefits). The offer is based on recognition of experience after trade certificate. (Proof of recognized experience will be requested only to the shortlisted candidates).
<u>CENTRE</u>	:	Ekurhuleni, Heidelberg, Tshwane, West Rand, Mottsweding, Sedibeng
<u>REQUIREMENTS</u>	:	An appropriate trade test certificate in Diesel or Electromechanical. Knowledge and Skills: Relevant legislation and Public Service Regulations, Understanding of expectations of customers, Knowledge of SLAs, Management information knowledge, Knowledge of GPG political and executive structures, Technical Knowledge, Computer aided technical applications, Analytical thinking, Research, Computer utilization, Production, process knowledge and skills, Adaptability during changes to meet the goals, Technical report writing, Change/diversity management and a Valid driver's license (C1).
<u>DUTIES</u>	:	Repair and service plant and equipment in workshop/building and on-site. Render group operations services, Apply and define techniques to enhance quality in accordance with the departmental standards, Maintain plant, equipment and workshop/building facilities, Perform administrative and related functions, Maintain expertise plan, Keep and maintain job record/register. Supervise and mentor staff, Render group operations services.
<u>ENQUIRIES</u>	:	Ms. M. Mashele/ Mr. S. Ngcobo/ Ms. V. Majoko Tel. (011) 355-7082/7043 / (012) 2367 /2350
<u>POST 14/133</u>	:	<u>DEPUTY DIRECTOR: SERVICE DELIVERY & RAPID RESPONSE REF NO: REFS/022224 (03 POSTS)</u> (12 Months Contract) Roads Stakeholder Management
<u>SALARY</u>	:	R896 436. per annum (level 11) (All inclusive)
<u>CENTRE</u>	:	Ekurhuleni, Tshwane, JHB
<u>REQUIREMENTS</u>	:	A Bachelor's degree (NQF 7) in Public Administration and/ Management. Minimum of 3-5 years' relevant experience of which 3 years must be at Junior Management/ Assistant Director Level. Knowledge and skills: GP and GPDRT policies and procedures; relevant legislation and Public Service Regulations, understanding of expectations of customers, knowledge of SLAs. Knowledge of GPG political and executive structures. Stakeholder relationship management, Community relations, stakeholder relationship management, Policy formulation, Strategic Management.
<u>DUTIES</u>	:	Manage, co-ordinate and implement public and stakeholder participation. Manage the implementation of an integrated service delivery plan/programs inclusive of roads and transport with Municipalities. Provide intelligence information in liaison with law enforcement agencies to prevent service delivery disruptions or community protests for Roads and Transport services. Manage and monitor information and evaluate unit in the implementation of SDIP. Render service delivery and rapid response services in support of GDRT Regional Offices and Roads Construction Chief Directorate. Sub-Directorate Management. Compile and update community profiles on a quarterly basis, as baseline information to inform the GDRT deliverology system and programs.
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo/ Ms. K. Letsholo Tel no: (011) 355 7004/ 7367
<u>POST 14/134</u>	:	<u>ASSISTANT DIRECTOR: SERVICE DELIVERY & RAPID RESPONSE REF NO: REFS/022225 (05 POSTS)</u> (12 Months Contract) Roads Stakeholder Management
<u>SALARY</u>	:	R468 459 per annum (level 9) (Plus Benefits)
<u>CENTRE</u>	:	Ekurhuleni
<u>REQUIREMENTS</u>	:	A National Diploma (NQF 6)/ Bachelor's degree (equivalent to NQF 7) in Public Administration and Management. Minimum of 3-5 years' experience in the service delivery or rapid response field/ value chain. In possession of a valid Driver's License code8/10. Knowledge and skills: GP and GPDRT policies and procedures; relevant legislation and Public Service Regulations of customers; knowledge of SLAs. Community relations; Computer utilisation; conflict management; adaptability during changes to meet goal and change and diversity management.
<u>DUTIES</u>	:	Facilitate the implementation of public and stakeholder participation and service delivery strategy. Monitor and facilitate the implementation of integrated service delivery plan/programs inclusive of roads and transport with Municipalities. Identify and mitigate the service delivery risks/protest on roads

and transport in the province. Provide support in implementation of SDIP. Respond to service delivery and rapid response within regions on roads and transport services. Manage resources (Finance Human, Equipment/Assets) in the sub-Directorate.

ENQUIRIES : Ms. A. Mkhombo/ Ms. K. Letsholo Tel no: (011) 355 7004/ 7367

POST 14/135 : **CHIEF ADMINISTRATIVE CLERK: SERVICE DELIVERY & RAPID RESPONSE REF NO: REFS/022223 (11 POSTS)**
(12 Months Contract)
Roads Stakeholder Management

SALARY : R325 101 per annum (level 7) (Plus Benefits)
CENTRE : Ekurhuleni, Tshwane, JHB, West Rand, Sedibeng
REQUIRMENTS : Grade 12 qualification or equivalent NQF level 4 with 3 year's relevant experience. Skills: Computer literacy, Planning and organization, Good verbal and written communication skills, Interpersonal Relations, Flexibility and Teamwork. Knowledge: Knowledge and understanding of the legislative framework governing the Public Service, Job Knowledge.

DUTIES : Supervise and render general clerical support services; Supervise and provide supply chain clerical support services within the sub-directorate; Supervise and provide personnel administration clerical support services within the sub-directorate; Supervise and provide financial administration support services in the sub-directorate; Supervise human resources/staff; Compile quarterly, medium and annual reports; Provide overall admin support for the sub-directorate.

ENQUIRIES : Ms. A. Mkhombo/ Ms. K. Letsholo Tel no: (011) 355 7004/ 7367

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

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

- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200 or email to Malinee.chandul@kznhealth.gov.za/ Khazimula.goba@kznhealth.gov.za.
- FOR ATTENTION** : Mrs M Chandulal
- CLOSING DATE** : 13 May 2025
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only.

OTHER POSTS

- POST 14/136** : **HEAD CLINICAL UNIT (MEDICAL) GR 1 – PULMONOLOGY REF NO. GS 10/25**
Component: Department Of Internal Medicine

- SALARY** : R2 084 754.per annum (All-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.

- CENTRE** : Greys Hospital, Pietermaritzburg Metropolitan Hospitals Complex
- REQUIREMENTS** : Senior Certificate or equivalent MBCHB or Equivalent qualification PLUS Registered HPCSA qualification as a Specialist in Internal Medicine (Specialist Physician) Certificate in Pulmonology (SA) or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Pulmonologist. Five years (5) post registration experience as a Specialist Physician (Only shortlisted candidates will be required to submit proof of all documents) The Employment Equity Target for This Post Is: African Male, African Female. Recommendation: Experience in managing a Pulmonology unit Knowledge, Skills, Experience and Competencies: Sound clinical Pulmonology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience

- DUTIES** : Key Performance Areas: Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Pulmonology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Pulmonology services in Area 2 Clinical responsibility in the discipline of Pulmonology and Internal Medicine with after-hours participation (based on departmental operational need) Performance of clinical procedures generally done by Pulmonologists. Management Responsibilities: Development and support of Specialist Pulmonology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Pulmonology Unit Oversight and management of infrastructure, equipment and consumables in the Pulmonology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Pulmonology at the University of KwaZulu Natal. Participation in and support of administrative and clinical governance activities in the PMB Departments of Pulmonology and Medicine Training and Research Responsibilities Support of Staff Training including subspecialty Pulmonology training in the PMB Metropolitan area under the auspices of the Department of Pulmonology at the University of KwaZulu Natal Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Pulmonology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Pulmonology and Medicine

- ENQUIRIES** : Dr M Bizaare Tel No: 033-897 3290

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg 3200. Applications can also be submitted via the e-services system please access this site (eservices.gov.za).
- FOR ATTENTION** : Ms N Cele
- CLOSING DATE** : 13 May 2025
- PREFERENCES** : Females and people with disabilities who meet the requirements.
- NOTE** : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only provisionally shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates.

OTHER POSTS

- POST 14/137** : **DEPUTY DIRECTOR: MUNICIPALITIES & MUNICIPAL ENTITIES RISK & ADVISORY SERVICES REF NO. KZNPT 25/15**
Re-advertise

- SALARY** : R896 436 per annum (All-inclusive annual package)
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : A 3-year NQF Level 7 Bachelor's Degree or higher qualification with Accounting and Risk Management as majors or related field. A minimum of 3 years' junior management experience in Risk Management /Auditing environment. A valid driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge And Competencies: Detailed knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including: Constitution, PFMA and Treasury Regulations, Municipal Finance Management Act (MFMA), PSRF (Public Service Regulatory Framework), Standards for the Professional Practice of Internal Auditing, General Recognised Accounting Principles, Generally Accepted Accounting Principles, MTEF budget compilation and analysis, Risk Analysis, Risk Management Practices. Risk Management. Problem-solving. Analytical and numeracy. Analytical and quantitative method tools. Verbal communication and presentation. Good interpersonal relations. Research and analysis. Report writing and general writing. Project planning and management. Change management. Time management. Policy development. Report writing. Statistical and quantitative analysis. Strategic planning and management. Organisational development and dispute resolution. Chairing of meetings. Excellent verbal and written communication abilities; Maintain high standard of honesty, objectivity, diligence, and loyalty. due professional care. Computer skills: Spreadsheets (MS Excel), word processing (MS Word), power point (MS Office), internet and intranet
- DUTIES** : Develop norms and standards on risk management and internal audit. Monitor, enforcement/implementation and reporting of delegated municipalities and municipal entities compliance with norms and standards. Provisioning of support and capacity building. Ensure the development and maintenance of provincial risk register. Manage Resources of the Sub-Directorate
- ENQUIRIES** : Mr P Moloi Tel No: (033) 897 4664

**MPUMALANGA PROVINCIAL ADMINISTRATION
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.

ERRATUM: Kindly note that the posts were Advertised in Public Service Vacancy Circular 13 of 2025 dated 11 April 2025, the post of an Operational Manager (PN-B3): PHC (Thembaletu CHC, Nkangala District) with Ref.: MPDoH/Apr/25/ and Clinical Nurse Practitioner (PN-B1): PHC (Nkomazi Sub-district and Mangweni Clinic) with Ref: MPDoH/Apr/25 with the closing date of 30 April 2025, have been withdrawn.

OTHER POSTS

<u>POST 14/138</u>	:	<u>PHARMACIST GRADE 1 REF. NO: MPDoH/Apr/25/41</u>
<u>SALARY</u>	:	R848 862 – R900 948 per annum
<u>CENTRE</u>	:	Lilian Mambakazi CHC (Gert Sibande District)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 14/139</u>	:	<u>ASSISTANT MANAGER NURSING (PN-B4): PHC REF NO: MPDoH/April/25/42</u>
<u>SALARY</u>	:	R755 355 – R863 667 per annum
<u>CENTRE</u>	:	Bushbuckridge Sub-district (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery plus a post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in above mentioned specialties in nursing. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. A minimum of ten (10) years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2025). At least six (6) years of the period referred to above must be appropriate/recognisable experience in the relevant specialty after obtaining the 1-year post-basic qualification in the specific specialty. At least three (3) years of the period referred to above must be appropriate/recognisable experience at management level. Experience and Knowledge of the District Health System. Must have understanding of principles of Primary Health Care Re-engineering. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. A valid driver's licence.
<u>DUTIES</u>	:	Supervise and support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. Demonstrate understanding of the District Health Information System (DHIS). Form part of the quarterly programme in-depth reviews together with respective Programme Co-ordinators. Form part of the Sub-district and District review session to monitor progress on set targets according to the District Health Plan (DHP).

		Ensure that PHC facilities that she/he is responsible for are compliant with the National Core Norms and Standards. Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Support initiatives of the three streams of PHC Re-engineering. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 14/140</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): OPERATING THEATRE REF NO: MPDoH/Apr/25/43</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R693 096 – R789 861 per annum Lydenburg Hospital (Ehlanzeni District) 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 (2024) 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 Operating Theatre Nursing Science. A minimum of nine (09) years of 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 Operating Theatre Nursing Science after obtaining the 1 year post basic Operating Theatre 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 finance 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 delivery on service. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
<u>DUTIES</u>	:	The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in Operating Theatre 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 the facility information office. Identity 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.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .

<u>POST 14/141</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) (PN-A7) REF. NO: MPDoH/Apr/25/44</u>
<u>SALARY</u>	:	R693 096 - R813 732 per annum
<u>CENTRE</u>	:	Middelburg Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A minimum of eight (8) years appropriate / recognizable experience in Nursing after registration as a Professional nurse with the South African Nursing Council (SANC) in general nursing. At least three (3) years of the period referred to above must be appropriate / recognisable experience at management level. Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 14/142</u>	:	<u>EMS STATION MANAGER GRADE 3-6 REF. NO: MPDoH/Apr/25/46 (2 POSTS)</u>
<u>SALARY</u>	:	Grade 3: R397 308 - R454 278 per annum Grade 4: R480 108 - R548 625 per annum Grade 5: R562 119 - R607 260 per annum Grade 6: R624 288 - R700 821 per annum
<u>CENTRE</u>	:	EMS Barberton Station (Ehlanzeni District) and EMS Ermelo Station (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Ambulance Emergency Assistant / Emergency Care Technician Qualification / Critical Care Assistant Certificate / National Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care. Minimum of three (3) years' experience after registration with the HPCSA (2025) as ANT / ECT / Paramedic / ECP. Valid code C1 driver's license with an unendorsed PDP. Diploma in Management or above will be an added advantage. Knowledge and skills: Previous supervisory experience or qualification. Knowledge of Supply Chain Policy and Financial Management. Be able to work under pressure and excessive hours. Be prepared to travel and attend to emergencies after hours. Knowledge of Labour Relations. Computer literacy. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail.
<u>DUTIES</u>	:	General office administration. Human Resource Management. Be responsible of all EMS activities in the Station. Provide advice on procedures and policy matters to staff and ensure compliance with all policies operating in the service. Ensure that fleet management is properly implemented to provide for the maintenance and repairs of vehicles in accordance with Transport Policy. Ensure the control and have an inventory of all resources at the Station. Be responsible for EMS occupational health and safety at the Station. Respond to all major incidents to assist and co-ordinate such incidents within the operational area. Including rescue responses and outstanding calls when necessary and attend debrief meetings. Investigate service complaints

		received from internal and external resources and report on these complaints to the District Manager.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 14/143</u>	:	<u>RADIOGRAPHER GRADE 1 REF NO: MPDoH/Apr/25/47</u>
<u>SALARY</u>	:	R397 233 - R454 191 per annum
<u>CENTRE</u>	:	Lydenburg Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 14/144</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF. NO: MPDoH/Apr/25/48</u>
<u>SALARY</u>	:	R324 384 – R382 107 per annum
<u>CENTRE</u>	:	Hlalanikahle Clinic (Nkangala 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.
<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.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 14/145 : **ARTISAN (PRODUCTION) GRADE A: PLUMBER REF. NO: MPDoH/Apr/25/50 (2 POSTS)**

SALARY : R243 597 – R270 357 per annum
CENTRE : Standerton Hospital (Gert Sibande District) and Mmametlhake Hospital (Nkangala District)

REQUIREMENT : Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate in Plumbing. Valid driver's licence. Willingness to work irregular hours and attend emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write) Ability to work under pressure Must be willing to work in adverse weather conditions In physical sound and healthy condition Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.

DUTIES : Responsible to monitor reservoir levels and sewer pumps Responsible for repairs and maintenance of water & sewer pipelines (mains) and fittings. Installation and maintenance of sewer connections and new mains. Responsible for materials and sores requisitions. Recordkeeping of daily work. Responsible for on-site Occupational Health & Safety. Responsible for Municipal assets and equipment. Responsible for supervision of staff.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 14/146 : **EMERGENCY CARE OFFICER GRADE 3 REF. NO: MPDoH/Apr/25/56 (6 POSTS)**

SALARY : R217 983 - R286 521 per annum
CENTRE : EMS Nelspruit Station (2 Post)
 EMS Bongani Station (2 Post)
 EMS Matikwana Station (2 Post) (Ehlanzeni District)

REQUIREMENTS : Senior Certificate / Grade 12 plus an Ambulance Emergency Assistant. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant. Current registration with the HPCSA (2025). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.

DUTIES : Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as

dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station. Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 14/147 : **EMERGENCY CARE OFFICER GRADE 3 REF. NO: MPDoH/Apr/25/63 (7 POSTS).**

SALARY : R217 983 - R286 521 per annum

CENTRE : EMS Waterval Boven Station (1 Post)

EMS Mmametlhake Station (6 Posts) (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 plus an Ambulance Emergency Assistant. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant. Current registration with the HPCSA (2025). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.

DUTIES : Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station. Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.

<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 14/148</u>	:	<u>EMERGENCY CARE OFFICER GRADE 3 REF. NO.:MPDoH/Apr/25/68 (5 POSTS)</u>
<u>SALARY</u>	:	R217 983 - R286 521 per annum
<u>CENTRE</u>	:	EMS Embalenhle Station (4 Posts) EMS Mayflower Station (1 Post) (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an Ambulance Emergency Assistant. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant. Current registration with the HPCSA (2025). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.
<u>DUTIES</u>	:	Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station. Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 14/149</u>	:	<u>DENTAL CHAIR ASSISTANT GRADE 1 REF. NO: MPDoH/Apr/25/69</u>
<u>SALARY</u>	:	R217 092 - R248 226 per annum
<u>CENTRE</u>	:	Standerton Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Assistant (2025). Ability to work under pressure, organizational skills, good communication skills, self-motivated and goal orientated.
<u>DUTIES</u>	:	The incumbent should have knowledge of dental assisting including infection prevention and control, chair side assisting, maintaining of equipment, stock control, knowledge of dental materials and instruments and conducting

inventory. The person will work in the dental surgery in the hospital and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. Assist Clinicians with the oral health procedures. Preparation of instruments and dental material for the dental procedures. Cleaning and sterilization of instruments. Ordering of consumables as needed. Do inventory of dental instruments. Perform administrative duties. Adhere to the Health Care Waste Management Legislation and principle. The person should have good communication skills and good interpersonal relations.

ENQUIRIES

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

APPLICATIONS

: Departmental Online Application System: www.mpuhealth.gov.za.

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

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

<u>CLOSING DATE</u>	:	16 May 2025
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only shortlisted candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Northern Cape Department of Health. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts. 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, residential address, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The 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 representativity in line with the numerical targets as contained in our Employment Equity Plan. For all SMS positions, the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government. The SMS Pre-Entry Certificate is required prior to appointment. For more details on the pre-entry course visit: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme .

MANAGEMENT ECHELON

<u>POST 14/150</u>	:	<u>CHIEF DIRECTOR STRATEGY AND SYSTEMS, REF NO: NCDOH 59/2025 (X 1 POST)</u>
<u>SALARY</u>	:	R1 436 022.per annum (TCE Package)
<u>CENTRE</u>	:	Provincial Office, Kimberley
<u>REQUIREMENTS</u>	:	Degree in Public Management and/or related (NQF Level 7) qualification as recognised by SAQA. Five (5) years' experience in Senior Management Service level (SMS) in the management of Health Services Sector. Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. A valid driver's license. Competency Profile: Extensive knowledge and experience of government planning, policies, understanding of research and development methodologies, understanding of monitoring and evaluation methods. Good understanding of government systems structure. Understanding of the PFMA and Public Service Regulatory Framework. Sound strategic capability. Leadership and management skills. Understanding of applied strategic planning and facilitation. Financial Problem Solving and Analytical skills. Knowledge of policy and programme formulation, Good Communication, presentation, strong Interpersonal project management skills. Valid Drivers licence. Knowledge of Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Levy Act, Occupational Health & Safety Act, Human Resource Development Strategy, Public Finance Management Act, Treasury Regulations. Strategic and leadership management, Programme and Project

DUTIES

Management, Change and Knowledge management, Good Corporate Governance Principles. Planning and organisational skills. Report writing and communication skills. Leading and controlling skills. Computer literacy. Decision making. Networking skills. Leadership and team building skills. Analytical problem solving skill. Policy development. Job Purpose: Oversee department's strategy and systems.

: Manage and provide strategic management and planning of the department. Analyse macroeconomic factors, changes in the department, department capabilities and performance management. Ensure department strategy is formulated in line with government planning cycle and MTEF. Develop the department corporate vision, mission and strategy, Oversee strategic planning and leading strategic initiatives. Advisory to the Accounting Officer. Drive the decision making towards medium and long-term improvement. Establish and review key strategic priorities and ensure they translated into comprehensive strategic plan and monitor the execution of the strategic plan. Ensure that department strategic planning projects reflect organizational strategic priorities. Collaborate with the Communication unit to ensure strategy is well communicated. Serving as a change agent who ensures that priorities are well implemented. Govern and provide data, information, knowledge and evidence in a user friendly manner to enable efficient decision making to improve service delivery. Custodian for departmental monitoring and evaluation process. Manage the provision of policy and strategic planning services. Facilitate strategy and policy development, priority setting and coordination of implementation actions. Provide research, information management, monitoring and evaluation and surveillance services. Manage and facilitate the provision of information communication and technology management services. Provide and govern IT solutions as well as technical support for departmental processes. Manage the provision of legal services. Manage and monitor the provisioning of security, records and work environment management services. Manage the provision of communication and events management services. Effective and Efficient management of Human, Physical and Financial Resources. Management of programme Risks and Audit queries.

ENQUIRIES

: Ms LV Moleleki Tel: 053 8302 100

APPLICATIONS

: Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

OTHER POSTS

POST 14/151

: **DISTRICT/SUB DISTRICT INFORMATION OFFICERS: REF NO: NCDOH 60/2025 (10 POSTS)**

SALARY CENTRE

: R325 101 per annum (Level 7)
: **ZF Mgcawu District:**
Dawid Kruiper Sub-District (1 Post)
Namakwa District:
Kamiesberg Sub-District (1 Post)
Nama Khoi Sub District (1 Post)
Richtersveld (1 Post)
Khai Ma Sub District (1 Post)
Pixley Ka Seme District:
Hantam/Karoo Hoogland Sub District (1 Post)
Frances Baard District:
Dikgatlong Sub District (1 Post)
Magareng Sub-District (1 Post)
Phokwane Sub District (1 Post)
Sol Plaatjie Sub District (1 Post)

REQUIRMENTS

: Appropriate tertiary qualification / National Diploma in Information Management, Monitoring & Evaluation or Diploma in Statistics, Information Communication Technology , Monitoring and Evaluation. Computer Literate: Demonstrate computer skills, through proficiency with Windows operating systems, Microsoft Word, spreadsheet software and/or other commonly used personal computer software (such Power Point, MS Excell and MS Word as well as a working knowledge of email). Competency Skills: Experience in Information Management e.g. DHIS, EDR, Tier.net, HPRS, PUP, and other

	patient and data management systems. A valid driver's license will be an added advantage.
<u>DUTIES</u>	: Ensure all data is collected using a standard data element definition and data collection tools (According to National Indicator Data Sets). Implement national data management systems: DHIS, Tier.Net, etc. Regular capturing, collation of facility data into DHIS, Tier.net, GoData (disease outbreak database), EDRweb and other systems. Ensure all data is correct complete and consistent - processing source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents for resolution. Update graphs on key indicators for sub district reports and presentations. Provide facilities with feedback information/Timely availability of data and information. Ensure availability of standard registers, clinical stationeries or other standard recording tools. Conduct technical support visits and data quality audits at least on a weekly basis to health facilities within the sub-district. Conduct trainings of data elements, reporting and recording tools. Capture and submit weekly progress data to district and province. Do administration duties (memos, reports, logistics, etc) in line with sub-districts requirements through collaboration with the Health Area Manager. Ensure adherence to data flow policy (DHIMS policy 2011).
<u>ENQUIRIES</u>	: Mr. F. van Neel/Mr M. Beketsana Tel no.: (054) 337 0600 (ZF Mgcawu District) Mr D. Grootboom/Ms E Cloete Tel No: (027) 7121601 Namakwa District) Ms MS McCloen/B Jack HRA – District Office/ Tel No: (053) 632 4000/4206 (Pixley Ka Seme District) Mr MC Joka or Mr ND Mohamad, Tel: 053 861 4770 (Frances Baard District)
<u>APPLICATIONS</u>	: ZF Mgcawu District: Applications must be e-mailed to nchealthhr-zfm@ncpg.gov.za or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonia Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered. Application for Namakwa District: Applications: Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, Rivierstreet Springbok, 8240. Or e-mailed to namakwahealthhrm@gmail.com . Applicants must complete an application register when an application is hand delivered. Applications: Enquiries: Ms EA Cloete, Tel No (027) 7121601 Application for Pixley Ka Seme District: Please note applications can be hand delivered to Van der Merwe Street, De Aar,7000 or E-Mailed to nchealthhr-Pixley@ncpg.gov.za All applicants must complete an application register when an application is hand delivered. Application for Frances Baard District: Applications: Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: ncHealthHR-FBD@ncpg.gov.za Applicants must complete an application register when an application is hand.
<u>POST 14/152</u>	: <u>SUPERVISORY LEVEL CLERK (FINANCE) REF NO: NCDOH 61/2025 (1 POST)</u>
<u>SALARY</u>	: R325 101.per annum (salary 7)
<u>CENTRE</u>	: Provincial Office (Accounts Payable)
<u>REQUIREMENTS</u>	: An appropriate tertiary qualification Bachelors Degree / National Diploma in Accounting, Finance or Cost Management with 0-2 years experience in the relevant field. A Grade 12 with 3- 5 years experience in the relevant field. Competencies: Knowledge of basic understanding of the legislative framework governing the public service such as DORA, PFMA, Treasury regulations, etc. Knowledge of financial accounting practices and framework. Knowledge financial operating systems (BAS). Basic analytical and problem solving skills. Good verbal and written communications skills. Good interpersonal and report writing skills. Computer literacy (MS-Word, Excel and Power Point).
<u>DUTIES</u>	: Supervise and render financial accounting transactions. Supervise and perform salary administration support services. Supervise and perform bookkeeping support services. Render a budget support service. Supervise human resources/staff
<u>ENQUIRIES</u>	: Mr Mothapo, Tel no (053) 833 576.

<u>APPLICATIONS</u>	:	Applications: Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 14/153</u>	:	<u>ADMINISTRATIVE CLERK (COMMUNICATIONS), REF NO: NCDOH 62/2025 (6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321. per annum (Level 5)
	:	Robert Mangaliso Sobukwe Hospital (1 Post)
	:	Frances Baard District (1 Post)
	:	John Taolo Gaetsewe District (1 Post)
	:	Pixley Ka Seme District (1 Post)
	:	Namakwa District (1 Post)
<u>REQUIRMENTS</u>	:	Senior Certificate/Matric Certificate, 1 to 2 years experience in the communication field. Purpose: To render administrative services to the Acting Director Office of the HOD, to render general clerical support and communication services and to render general clerical support and videography services.
<u>DUTIES</u>	:	Provide Communication support services within the district; Render communication duties within the district. Monitor media coverage including social media platforms. Solicit responses and inputs for media statements and media responses. Draft and compile inputs for departmental social media updates. Implementation of District Communication Plan. Designing infographics for Health Calendar activities. Drafting radio scripts for programmes. Monitoring and evaluation of community needs and usage of health information. Render general clerical support services; Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive documents. Distribute documents/packages to various stakeholders as required. Collaborate with internal and external stakeholders; Liaise and interact with various strategic stakeholders within the district. Plan and implement activities in the district. Represent the NCDOH at various structures in the localities. Assist in the facilitation and co-ordination of monthly reports.
<u>ENQUIRIES</u>	:	Ms L. Mxekezo, Tel Number: 053 8302 100
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za . All applicants must complete an application register when an application is hand delivered.

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativity (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications.

<u>APPLICATIONS</u>	:	Submitted via post to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag x90, Mmabatho, 2735 or hand deliver to Human Capital Management, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho or email to ACSRJOBS@nwpg.gov.za . When you submit by email, please put the reference number and post job title in the subject line. The reference number should be indicated on the application. If you apply for more than one (1) post, please submit separate applications for each post that you apply for.
<u>FOR ATTENTION</u>	:	The Director: Human Capital Management
<u>CLOSING DATE</u>	:	16 May 2025
<u>NOTE</u>	:	Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.gov.za Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 19 of 2022 on Part E, F and G: Noting that there is limited space provided on Z83, often indicate "refer to Curriculum Vitae as attached" and provides the required information but the statement that relate to prevent re-appointment Part E must be answered. Failure to provide information on CV as requested the applicant may be disqualified. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Note: Candidates who previously applied for re-advertised posts are encouraged to re-apply. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. NB: These are fixed term contracts ending on the 31st of March 2027, which may reviewed annually based on performance and availability of funds.

OTHER POSTS

<u>POST 14/154</u>	:	<u>LIBRARIAN: COMMUNITY LIBRARIES</u> (Re-Advertisement)
<u>SALARY CENTRE</u>	:	R325 101.per annum per annum Plus 37% In Lieu Of Benefits (Level 7) Ngaka Modiri Molema District: Ramotshere Moiloa Local Municipality: Motswedi Library: Ref. No 2025/ACSR01/NW (X1 Post), Mahikeng Local Municipality: Mahikeng Library: Ref. No 2025/ASCR02/NW (X1 Post)

	Dr Ruth Segomotsi Mompoti District: Kagisano Molopo Local Municipality: Morokweng Library: Ref. No 2025/ACSR03/NW (X1 Post) Tlapeng Library: Ref. No 2025/ACSR04/NW (X1 Post)
<u>REQUIREMENTS</u>	: National Diploma/ Degree in Library and Information Studies or relevant equivalent qualification. Good interpersonal relations skills. Computer literacy.
<u>DUTIES</u>	: Manage day-to-day operations of the library. Render library user services. Manage library collection. Circulation of library material. Plan and implement reading awareness programmes. Supervision of subordinates.
<u>ENQUIRIES</u>	: Mmabatho Head Office: Mr L Segone, tel. (018) 388 3968 Ngaka Modiri Molema District: Mr. Letsogo Mapholo, tel. (084) 411 9341 Dr Ruth Segomotsi Mompoti District: Mr J. Govender, cell: 072 291 6306
<u>POST 14/155</u>	: <u>LIBRARIAN: COMMUNITY LIBRARIES (REF NO: 2025/ACSR05/NW)</u>
<u>SALARY CENTRE</u>	: R325 101.per annum per annum Plus 37% In Lieu Of Benefits (Level 8) KgetlengRivier Local Municipality: Reagile Library
<u>REQUIREMENTS</u>	: National Diploma/ Degree in Library and Information Studies or relevant equivalent qualification. Good interpersonal relations skills. Computer literacy.
<u>DUTIES</u>	: Manage day-to-day operations of the library. Render library user services. Manage library collection. Circulation of library material. Plan and implement reading awareness programmes. Supervision of subordinates.
<u>ENQUIRIES</u>	: Mmabatho Head Office: Mr L Segone, tel. (018) 388 3968 Bojanala District: Ms. Ronell Van Vollenhoven, tel. (014) 538 0149
<u>POST 14/156</u>	: <u>HEAD LIBRARIAN (REF NO: 2025/ACSR06/NW)</u>
<u>SALARY CENTRE</u>	: R397 116 per annum per annum Plus 37% In Lieu Of Benefits (Level 8) Dr Ruth Segomotsi Mompoti District Kagisano Molopo Local Municipality: Ganyesa Library
<u>REQUIREMENTS</u>	: National Diploma/ Degree in Library and Information Studies or relevant equivalent qualification. Good communication skills. Supervisory skills. Computer literacy.
<u>DUTIES</u>	: Manage library operations, collections, facilities and programmes within library services. Monitor and evaluate library services in the municipality. Coordinate and manage library awareness and promotion of a reading culture in the community. Manage budget and expenditure on library operations, collections, facilities and programmes within the local municipality. Participate in and support library forums and library stakeholders. Supervise and manage staff in community libraries within the local municipality. Perform supply chain management functions.
<u>ENQUIRIES</u>	: Mmabatho Head Office: Mr L Segone, tel. (018) 388 3968 Dr Ruth Segomotsi Mompoti District: Mr J. Govender, cell: 072 291 6306

DEPARTMENT OF HEALTH

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.

<u>APPLICATIONS</u>	: Applications quoting relevant reference, should be forwarded as follows: Provincial Office, Private Bag X 2068, Mmabatho, 2735. Lehurutshe/Zeerust Hospital Complex The Chief Executive Officer, Lehurutshe/Zeerust Hospital, Private Bag x 1326, Zeerust, 2865, must be forwarded to: Healthjobs@nwpg.gov.za or can be hand delivered at the Main Registry, Ground Floor at New Office Park Building, Cnr Sekame and First Street, Mafikeng
<u>FOR ATTENTION</u>	: Ms K Monne, Provincial Office
<u>CLOSING DATE</u>	: 16 May 2025
<u>NOTE</u>	: The Department requests applicants to apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive CV only (with detailed previous experience). Failure to do so will result in your application being disqualify. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all

foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than one post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: North West Department of Health is an equal opportunity and affirmative action employer. It is our intention to promote representivity in North West Department of Health through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. North West Department of Health will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

OTHER POSTS

<u>POST 14/157</u>	:	<u>CHIEF ENGINEER: INFRASTRUCTURE DELIVERY – 02/2025/01</u>
<u>SALARY</u>	:	R1 266 450 .per annum (All Inclusive Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Engineering. Six years' experience post qualification. Shortlisted candidates will be required to submit current proof of registration as a Professional Engineer with ECSA. (Civil/Structural Engineer). A valid driver's license. Computer literacy. Main Role: To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial infrastructure Delivery Management System. (IDMS)
<u>DUTIES</u>	:	Prepare the construction procurement strategy and the infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Projects Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the infrastructure Programme Implementation Plan. Monitor the implementation of Programme /Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and implementing Agent (s)
<u>ENQUIRIES</u>	:	MR M Manhivi, Tel. 018 391 4437
<u>POST 14/158</u>	:	<u>CHIEF ELECTRICAL ENGINEER (ELECTRICAL) ENGINEERING AND TECHNICAL SERVICES - 02/2025/02</u>
<u>SALARY</u>	:	R1 266 450.per annum. (All Inclusive Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Engineering (Electrical). Six (6) years' experience post qualification. Shortlisted will be required to submit current proof of registration as a Professional Engineer with the Engineering Council of South Africa (ECSA). Computer literacy. A valid drivers' license. Main Role: To provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and standards and signing off on electrical installations.
<u>DUTIES</u>	:	Undertake engineering designs. Perform final review and approvals of audits on new engineering designs according to design principles or theory. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies

		according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Provide effective engineering and project management services. Manage compliance with OHS and related legislation. Manage people and budgets.
<u>ENQUIRIES</u>	:	MR M Manhivi, Tel. 018 391 4437
<u>POST 14/159</u>	:	<u>DIRECTOR: RESEARCH, MONITORING AND EVALUATION - 02/2025/03</u>
<u>SALARY</u>	:	R1 216 824.per annum (All Inclusive SMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Epidemiology/Public Health/Health Policy and Management or related qualifications (NQF Level 7) as recognized by SAQA. A postgraduate qualification (NQF Level 8) in a Public Health, Monitoring and Evaluation, Measurement Epidemiology, Health Policy and Management will be an advantage. Five (5) years' experience in monitoring and evaluation within the Public/Sector in Middle Management/Senior Management Level. Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. A valid driver's license. Computer literacy. In-depth knowledge of outcome-based, monitoring, reporting, evaluation and programme/project management. Knowledge of quantitative and qualitative research design of methodologies. Knowledge of South African Health System, challenges and priorities as well as health policies and programmes. Proven experience in DHIS. Data collection tools development, data management, analytic, report and scientific writing and facilitation skills. Core Management Competencies: Strategic capability and leadership. Financial Management. Change management. Problem solving and analysis. People management and empowerment. Communication. Conflict management, client orientation and customer care.
<u>DUTIES</u>	:	Develop and monitor an integrated monitoring and evaluation plan. Undertake evaluation of priority programmes. Manage the evaluation of priority programmes. Manage the coordination of research in the department. Monitor compliance in districts and facilities regarding research. Review and ensure compliance to the internal monitoring policy on Annual Performance Plan and Operational Plans. Prepare and submit quarterly reports to Medium Term Development Plan (MTDP). Manage production of a highly quality annual report of the department. Prepare descriptive/analytic reports on indicators and evaluation reports. Management of risks and audit queries. Compile and submit narrative quarterly performance reports to Audit Risk Committee.
<u>ENQUIRIES</u>	:	MR J De Beer, Tel 018 391 4282
<u>POST 14/160</u>	:	<u>DIRECTOR HEALTH PROGRAMMES - 02/2025/04</u>
<u>SALARY</u>	:	R1 216 824.per annum (All Inclusive SMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Health Sciences or equivalent tertiary qualification in Health Sciences (NQF Level 7) as recognised by SAQA. Five (5) years' experience in Middle Management Level in the Health Sector. Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. Sound knowledge of health related legislations and government policy on communicable and non-Communicable diseases. Experience in disease outbreak response management, neglected tropical diseases and Environmental Health Services. A valid driver's license. Computer literacy. Core Management Competencies: Strategic capability and leadership, Financial Management, Change management, Problem solving and analysis, People management and empowerment, Communication, Conflict management, client orientation and customer care, Knowledge Management, Service delivery innovation, Programme and Project management.
<u>DUTIES</u>	:	Provide strategic leadership in terms of Communicable Disease Control, outbreaks and disaster management. Develop and facilitate the implementation of the Communicable Disease Control policies, framework, guidelines, and standards that relate to the programme. Develop and implement new strategies in line with National Policies, guidelines and ensure integration with other programmes. Develop monitoring and evaluation framework for the programme, initiate projects to address emerging problems within the community, develop a coordinated and uniform approach to non-communicable and ccommunicable diseases case reporting, surveillance and

		investigation. Develop monitoring framework that will provide for participation of all stakeholders. Draw and monitor progress on implementation of operational project and budget plans for the project.
<u>ENQUIRIES</u>	:	MS G Tsele, Tel. 018 391 4042
<u>POST 14/161</u>	:	<u>DEPUTY DIRECTOR: RADIOGRAPHY POLICY GRADE 1 - 02/2025/05</u>
<u>SALARY</u>	:	R1 045 446.per annum (All-inclusive Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with Health Professions Council of South Africa in Diagnostic Radiography or related fields. A minimum of 5 years appropriate experience after registration with Health Professions Council of South Africa as Diagnostic Radiographer or related fields of which 3 years must be appropriate experience on Management level. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. A valid driver's license. Competencies: Strong leadership skills used to bring about positive cultural change and a highly productive and engaged workforce. Problem-solving, decision-making, negotiation and conflict-resolution skills. Knowledge and experience in policy making processes. Computer literacy (Microsoft Soft Office package) to enhance service delivery. Operational and general management of Radiography services and ensuring service delivery mechanisms, in line with relevant key Policy Frameworks. Competency in Public Sector People Management, Financial Management and Supply Chain Management. Ability to effectively and efficiently manage the Sub-Directorate resources. Competency in information management (data management, analysis, interpretation, target setting, monitoring and evaluation) skills. Ability and willingness to work overtime including weekends and public holidays and to deputies the immediate supervisor should the need arises.
<u>DUTIES</u>	:	Provide a comprehensive strategic and operational leadership and management of Radiography service through the development, review, and the implementation the strategic and operational plans. Develop and facilitate inputs on legal prescripts, Acts, Policies, Circulars, Guidelines, Protocols, and Procedures on radiography. Quality Assurance and Quality Improvement plans, National Core Standards and OHS Act compliance. Ensure comprehensive people management and development of all staff in the component. Ensure good financial management to achieve maximum value for money. Ensure equitable distribution of resources to achieve optimal service delivery. Liaison with internal (DOH) and external (including institutions of Higher Learning) stakeholders to improve continuity of care in respect of training, research and innovation in the field. Utilize health information technology and other health information systems for enhancement of service delivery in the Province. Facilitate performance information management, reporting and accountability. Medical equipment acquisition and deployment. Health technology maintenance management services. Medical equipment risks and quality improvement. Co-ordinate, implement R&D activity in clinical radiographic practice, audits, trials and service delivery strategies.
<u>ENQUIRIES</u>	:	DR G Kegakilwe, Tel 018 391 4001
<u>POST 14/162</u>	:	<u>DEPUTY DIRECTOR: MEDICAL TECHNOLOGY POLICY GRADE 1 - 02/2025/06</u>
<u>SALARY</u>	:	R1 045 446.per annum (All-inclusive Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with Health Professions Council of South Africa in Medical Laboratory Science/Medical Technology/Biomedical Technology/Medical Microbiology. A minimum of 5 years appropriate experience after registration with Health Professions Council of South Africa as a Medical Technologist of which 3 years must be appropriate experience on Management level. A valid driver's license. Computer literacy. Knowledge/Skills): Good analytical, basic computer, communication and group skills. General management experience of a Clinical Pharmacology laboratory and client and supplier relations. Management and coordination of medical technology.
<u>DUTIES</u>	:	Coordinate and facilitate meetings with NHLS for monitoring of SLA. Coordinate and facilitate Quarterly meetings with SANBS for monitoring.

		Develop Lab tests data bases in NWDHO four (4) Districts and cost centres (Sub districts and hospitals). Update Lab tests data bases. Monitor payment and appropriate billing of NHLS and SANBS accounts. Conduct audits on NHLS & SANBS accounts. Monitor the timely processing of NHLS and SANBS accounts. Facilitate registration of Clinical managers on NHLS web-based lab results systems. Coordinate and facilitate registration of State Accountants on NHLS and SANBS. Monitor the implementation of Quality Assurance and Quality Control programmes for HIV screening. Monitor establishment of hospital blood transfusion committee (HTC/BCC). Liaise and disseminate essential lab services information to stakeholders. Submit staff PMA's to the Director: HCSD and monitor thereof- Assess staff performance in line with the HR policies- Participate in the risk profiling as facilitated by the Directorate Internal Control and Risk Assessment.
<u>ENQUIRIES</u>	:	DR G Kegakilwe, Tel 018 391 4001
<u>POST 14/163</u>	:	<u>CHIEF EXECUTIVE OFFICER - 02/2025/07</u>
<u>SALARY</u>	:	R1 059 105.per annum (All Inclusive MMS Package)
<u>CENTRE</u>	:	Lehurutshe/Zeerust Hospital Complex
<u>REQUIREMENT</u>	:	National Diploma/Bachelor's Degree in Health Sciences. A Post-graduate qualification in Public Health/Health Services Management will be an added advantage. Five (5) years relevant management experience in the Health Services. A valid driver's licence. Computer literacy. Knowledge of Constitution, Public Service Act. 1994, Public Service Regulations of 2016 and applicable Health Legislation/Policies. Good communication (verbal and written), problem solving, policy development, analytical, coordination, financial, planning, organising, negotiation.
<u>DUTIES</u>	:	Manage key performance indicators with regard to Strategic Health Programmes, Human Resources, Financial Management, Supply Chain Management, Risk Management and Auxiliary Services. Establish and promote Good Corporate Governance in liaison with the Hospital Board, the District Management Team and other stakeholders. Manage the provision of integrated and good quality health services. Provide appropriate leadership to the Hospital Management Team. Manage conditional grants and funding for special health programmes and projects. Account to the Director: District Health Services.
<u>ENQUIRIES</u>	:	MS N Legobye, Tel 018 3840420
<u>POST 14/164</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER MR-6 - 02/2025/08</u>
<u>SALARY</u>	:	R932 904.per annum. (All Inclusive Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	A recognized LLB degree or equivalent qualification. At least 8 years appropriate post qualification legal experience. Admission as either an attorney or Advocate. Knowledge of the Constitution, Public Finance Management Act, Public Service Act 103 of 1994, Labour Relation Act 66 of 1995, National Health Act 63 of 2003,any other and general legal knowledge and legislations applicable to the Public Health Sector. Ability to provide sound and professional advice on legal matters. Preference will be given to applicants with extensive experience in drafting legislation and contracts, contract and litigation management. Computer literacy. A valid driver's license (not applicable to candidates who do not qualify due to disability).
<u>DUTIES</u>	:	Without supervision perform, inter alia, the following: Supervise legal administration officers. Cause Departmental legislation to be developed, amended and monitor the implementation thereof; Provide legal advice on any legal matter that may arise. Manage litigation, draft, vet and interpret contracts and perform contract management. Draft internal labour appeals on behalf of the appeal authority; Participate in and/or conduct alternative dispute resolution. Where appropriate draft pleadings. Liaise with stakeholders, other organs of state and the public. Attend to the complaints received from chapter 9 & 10 institutions. Represent the Department at various for a, including but not limited to Bargaining Council & any other quasi-judicial bodies. Input into policy development and other strategic documents of the Department. Contribute to the overall performance of the Directorate: Legal Services. Assist in undertaking efficient budgeting and expenditure control as well as procurement according to the PFMA and Departmental prescripts. Deputise the director.

		Manage and comply with delegated responsibilities. Perform other duties as may from time to time be delegated by the senior manager.
<u>ENQUIRIES</u>	:	ADV T. MMAKO, TEL: (018) 391 4177/78
<u>POST 14/165</u>	:	<u>DEPUTY DIRECTOR: MATERNAL & NEONATAL HEALTH - 02/2025/09</u>
<u>SALARY</u>	:	R896 436.per annum. (All Inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Nursing and Advanced Midwifery and Neonatology. Five (5) years' relevant experience of which 3 years must be at Assistant Director or equivalent level in Mother and Child Health Unit. Registered with the South African Nursing Council (SANC) as a Professional Nurse. A valid driver's license. Computer literacy. Knowledge and insight of legislation and policies, relevant to current nursing practice within Public Service. Disciplinary and conflict management skills. Knowledge of Human Resource and Financial policies. Leadership, organizational and creative problem solving and decision making skills. Ability to compile reports and give feedback at meetings. Knowledge of Performance Management & Development System (PMDS).
<u>DUTIES</u>	:	Provide strategic leadership to Districts in matters relating to Maternal and Neonatal Health policies, protocols and all other related legislation. Participate in the development of policies, review, dissemination and translation of National Policy into provincial strategic and operational plans. Build capacity for the health care workers through coordination of programme related training. Support implementation of Perinatal Problem Identification Program (PPIP) at health facilities conducting deliveries. Facilitate and coordinate maternal death notification across the Province. Compile Saving Mothers and Saving Babies Reports through Maternal Morbidity and Mortality Audit System (MAMMAS) and Perinatal Problem Identification Program (PPIP). Facilitate and monitor implementation of Saving Mothers and Saving Babies recommendations. Facilitate Provincial Maternal Death Assessors Committee work. Resource mobilization, ensure equitable distribution and monitor expenditure patterns. Provide strategic support to districts & Sub-districts, monitor programme implementation. Integration of Maternal & Neonatal health programme into the other Strategic Health programmes. Communicate and collaborate with internal and external stakeholders on programme related matters and service delivery planning.
<u>ENQUIRIES</u>	:	MS G Tsele Tel No: 018 391 4402
<u>POST 14/166</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ASSETS & LIABILITIES - 02/2025/10</u>
<u>SALARY</u>	:	R896 436.per annum. (All Inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Commerce/ Accounting/Financial Management. Five (5) years' experience in Financial Management environment in the Public Sector of which 3 years should at Assistant Director Level. Knowledge of PERSAL and BAS (Successfully completed PERSAL Introduction Course & General Principles of BAS). Advanced Computer skills. (MS Word and Excel). Good interpersonal, analytical, communication, investigation and report writing skills. A valid driver's license. Knowledge of PFMA and Treasury Regulations including other financial Prescripts. Ability to demonstrate knowledge of Modified Cash Standard and Accounting Manual for departments. Public Service Act, Public Service Regulations, and related Human Resource Acts. Good verbal and written communication skills, conflict Management and problem-solving skills; outstanding people management skills and good presentation skills.
<u>DUTIES</u>	:	Manage the Sub-directorates performance. (Human Resource Management and Development) Monitor departmental Trial Balance to ensure that Expenditure, Revenue, Assets and Liabilities are correctly reflected. Coordinate and facilitate compilation and submission of Interim Financial Statement (IFS) / Annual Financial Statements (AFS) to relevant Treasury and Auditor General. Administer all prepared departmental journals. Ensure that all suspense and control accounts are cleared and reconciled monthly. Ensure prompt recording of personnel debts on BAS and monitor recovery accordingly. Liaise and engage institutions on personnel debt follow up. Ensure adequate internal financial control and system and mitigating of potential risks. Prepare internal and external audit information.

<u>ENQUIRIES</u>	:	MS. S.S Mekgwe, Tel: 018-391 4640
<u>POST 14/167</u>	:	<u>DEPUTY DIRECTOR: INTERNAL CONTROL - 02/2025/11</u>
<u>SALARY</u>	:	R896 436.per annum. (All Inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Accounting/Auditing. Five (5) years relevant experience in the Auditing/Internal Control Environment of which 3 years should be at Assistant Director Level. A valid driver's license. Competencies: In-depth knowledge of the legislative environment applicable to government finance and supply chain management, implementation and monitoring of related policies and procedures within a government environment. Excellent supervisory and operational management skills. Good interpersonal relations and written & verbal communication skills. The ability to maintain high levels of confidentiality and to prioritize work in high-pressure environments. Knowledge of relevant prescripts (PFMA, Treasury regulations, BBBEE Act, PPPFA). In-depth knowledge of Performance Management, Leadership, communication, financial management, planning and execution skills. Willingness to work irregular hours and meet tight deadlines; Ability to travel extensively
<u>DUTIES</u>	:	Implement Internal Control and Compliance functions within the department. Facilitate, identify, record, investigate, report and appropriate disclosures of Fruitless & Wasteful Expenditure, Irregular Expenditure, Unauthorised expenditure and Losses & damages in accordance with National Treasury Prescripts and frameworks. Monitor compliance to financial delegations, Financial Policies and Procedures. Coordinate Audits, Review internal and external audit reports/audit findings. Identify internal control weaknesses (both financial and operational), recommend mitigations and monitor implementation of mitigation plans. Facilitate development of audit action plans and monitoring implementation of audit action plans across the department. Maintain the Combined Assurance Plan.
<u>ENQUIRIES</u>	:	MR T Rasodi, Tel: 018-391 4640
<u>POST 14/168</u>	:	<u>DEPUTY DIRECTOR: FINANCE - 02/2025/12</u>
<u>SALARY</u>	:	R896 436.per annum. (All Inclusive MMS Package)
<u>CENTRE</u>	:	provincial office - Mmabatho medical stores
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Commerce/Financial Management/Accounting. Five (5) years' relevant experience in Financial Management of which 3 years must be at Assistant Director Level with strong technical accounting and management skills. A valid driver's license. Computer literacy. Knowledge of Government Procurement Procedure and Regulations. Knowledge of Walker, BAS, CSD, PPPFA, PFMA and Treasury Regulations. Strong communication, interpersonal and organizational skills. Knowledge of, Supply Chain Management, Finance, Risk Management and Internal control. Knowledge of Regulatory framework for Public Service and other administration Policies. Discipline, innovation, creativity and problem solving.
<u>DUTIES</u>	:	Manage financial procedures of the organizational units including accounts, financial planning and budget. Manage reports extracted from Drug Supply Management System (DSMS) for effective financial management of budget. Report on budget deviation, cost control and cost analysis programs, audit expenditure in Depot. Complete and monitor the budget. Manage creditor's payments. Prepare monthly/quarterly expenditure variance reports. Administer financial transactions and documents. Lead and maintain an effective and efficient cash flow management system. Prevent and report unauthorized, irregular, fruitless expenditure. Monitor financial performance in relation to departmental priorities and conditional grants. Develop and maintain effective and efficient internal control systems. Ensure the implementation of Audit recommendation including responses thereof. Manage the key deliverables of the supervisees and the critical components of the Finance and Supply Chain Management services units. Provide effective leadership on financial management. Establish sound relations Depot suppliers. Analyze the reports and come up with the quality improvement plans.
<u>ENQUIRIES</u>	:	MS M Masike, Tel: 018-384 4839/ 087

<u>POST 14/169</u>	:	<u>DEPUTY DIRECTOR: POLICY - 02/2025/13</u>
<u>SALARY</u>	:	R896 436.per annum. (All Inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Social Sciences/Humanities/ Public Management/Administration. Postgraduate qualification will be an added advantage. Five (5) years' experience in Strategic Planning or Policy Management and Development of which 3 years should be at Assistant Director level. A valid driver's license. Skills and competencies: Knowledge of policy development and analysis, research methodologies, ability to interpret research data, strategic planning abilities, understanding of public service systems, stakeholder and people management, good ICT skills. Computer literacy.
<u>DUTIES</u>	:	Facilitate the development and review of Departmental policies and regulatory frameworks; scanning the policy environment to inform development of policies and strategy; producing discussion documents for policy development. Coordinate policy development of the Department and ensure alignment with national and provincial health priorities. Analyse policy developments from other sectors impact to the Department. Ensure policy advocacy for alignment at different fora. Ensure overall coordination of Departmental Policy Reviews to ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the provincial and Department impacts and outcomes. Undertake an active role to the Departmental planning and research processes.
<u>ENQUIRIES</u>	:	MR K.F Rabanye, Tel. 018 391 400/4001
<u>POST 14/170</u>	:	<u>DEPUTY DIRECTOR: PLANNING - 02/2025/14</u>
<u>SALARY</u>	:	R896 436.per annum. (All Inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Social Science/ Public Administration/ Management/Commerce/Humanities. Five (5) relevant years' experience of which three (3)b years should be at Assistant Director Level in the Public Service environment. Knowledge and understanding of Strategic Planning framework, systems, procedures and processes applicable in Public Service. Knowledge and understanding of departmental key priorities, strategic objectives, goals and reporting framework. Skills and Competencies: Advanced expertise in MS Word, Excel and PowerPoint, demonstrable experience presenting complex information at a high level in diverse settings, excellent facilitation skills and competencies in developing, leading, and managing planning processes in both large and small group settings, excellent quantitative and qualitative analytical skills, and demonstrable experience in developing and reviewing planning guidelines and promoting them.
<u>DUTIES</u>	:	Coordinate the compilation of Departmental Strategic Plan, Annual Performance Plan, Annual Operational Plan, and Programme of Action. Guide programme managers on the implementation of strategic plan, APP, Operational Plans. Identify deviations in the implementation of strategic plan, APP, Operational Plan and recommend corrective action. Manage the consolidation of monthly and quarterly performance reports. Quality assure quarterly performance data. Submit quarterly reports for reporting. Provide analysis on the quarterly reports. Manage staff performance, training and development, leave and conduct. Manage budget.
<u>ENQUIRIES</u>	:	MR K.F Rabanye, Tel. 018 391 400/4001
<u>POST 14/171</u>	:	<u>DEPUTY DIRECTOR: GOVERNANCE & TRADITIONAL HEALTH PRACTITIONERS - 02/2025/15</u>
<u>SALARY</u>	:	R896 436.per annum (All-inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Business / Public Management/ Administration/Social Sciences. Proven planning, organizing, co-ordination, research, monitoring and evaluation. Five (5) years' relevant experience of which 3 years must be at a Middle Management/Assistant Director level. Knowledge and in-depth understanding of relevant legislations and prescripts in relation to Health Governance Structures and Traditional Health Practitioners issues. Computer literacy. Knowledge of Budgeting processes in the Public Service, PFMA, Treasury Regulations and Supply Chain

		Management prescripts. Skills: Analytical and innovative, good communication (both written and verbal) and interpersonal. Project Management, leadership and problem-solving skills. Ability to work under pressure, independently and meet tight deadlines. Presentation and advanced report writing skills. A valid driver's license and willingness to travel extensively.
<u>DUTIES</u>	:	Compile the Strategic and Operational Plans in accordance with national and provincial goals and objectives. Manage the Coordination and monitoring of the implementation of Health Governance Structures Programme in the department. Manage the Coordination and Monitoring of the inclusion of Traditional Health Practitioners into the Health System. Oversee the implementation of relevant legislation and prescripts governing the Health Governance Structures and Traditional Health Practitioners Programmes in the department. Develop plans, initiate projects and provide guidance to the Health Governance, Traditional Health Practitioners' Structures including other relevant Stakeholders of the department. Coordinate Capacity building Programmes for members of the respective structures at various levels. Strengthen the relationship with the Departmental Partners and Stakeholders. Management of resources in the Sub-directorate.
<u>ENQUIRIES</u>	:	MS M Lerumo, Tel 018 391 4183
<u>POST 14/172</u>	:	<u>DEPUTY DIRECTOR: SYSTEMS AND DATABASE MANAGEMENT - 02/2025/16</u>
<u>SALARY</u>	:	R896 436.per annum. (All Inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Information Technology. Oracle Certified Associate/Oracle Certified Profession certification. Five (5) years' relevant experience in Database, preferably Oracle database administration, proven experience in Structured Query Language, Server and experience in Oracle Linux environment of which 3 years should be at Assistant Director Level. A valid driver's license. Experience of managing multiple RDBMS or large systems. Practical experience in monitoring and tuning a database to provide a high availability service. Practical experience in managing internal and external MS SQL database security. Technical experience in Oracle DB 11G, 12, 19C. Computer literacy.
<u>DUTIES</u>	:	Ensure the availability and performance of the databases that support the system. Work with the team to ensure associated hardware resources are allocated to the databases to ensure high availability and optimum performance. Proactively monitor databases and secure service with minimum downtime. Provide trend analysis to the service management team to enable them to make informed decisions regarding resource management. Work closely with IT project managers, database programmers and web developers. Communicate regularly with technical, applications and operational staff to ensure database integrity and security. Commission and install new applications and customize existing applications in order to make them fit for purpose. Write database documentation, including data standards, procedures and definitions for the data dictionary (metadata). Control access permissions and privileges. Develop, manage and test back-up and recovery plans. Patching and maintenance. Provide Application database administration on MS SQL. Ensure that storage, archiving, backup and recovery procedures are functioning correctly. Ensure capacity planning. Manage servers. Compile specification, Procure hardware and software and licenses. Develop and implement policies. Manage resources and budget of sub directorate.
<u>ENQUIRIES</u>	:	MR E Khoeta, Tel. 018 391 4011
<u>POST 14/173</u>	:	<u>DEPUTY DIRECTOR: ICT PROJECTS AND CONTRACT MANAGEMENT - 02/2025/17</u>
<u>SALARY</u>	:	R896 436.per annum. (All Inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Information Technology. Certified in any of the recognized project management frameworks or completed Project Management as module during completion of a degree or diploma. Five (5) years' relevant experience in Information and Communications Technology of which 3 years should be at Assistant Director level in implementing ICT Projects. A valid driver's license. Computer literacy. Willingness to travel extensively.

<u>DUTIES</u>	:	Develop, implement and monitor ICT project plans. Provide advisory to the Department on management of ICT projects. Participate in the Department's migration to digital health through effective management of ICT projects. Develop and implement policies in relation to management of projects. Ensure creation and maintenance of project files. Manage all ICT projects. Ensure development and implementation of systems, policies and processes for management of ICT contracts.
<u>ENQUIRIES</u>	:	MR H.M Metsileng, Tel. 018 391 4011
<u>POST 14/174</u>	:	<u>DEPUTY DIRECTOR: DATABASE ADMINISTRATOR - 02/2025/18</u>
<u>SALARY</u>	:	R896 436.per annum. (All Inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Information and Communications Technology. At least 5 years' experience in database management of which 3 years should be at Assistant Director level experience in SQL Server environment. Experience in Linux environment. A valid driver's license.
<u>DUTIES</u>	:	Monitoring of the databases and performance tuning. Database security. Application of patches. System (database and application) upgrades. Development of guidelines for management of databases. Development and implementation of disaster recovery plans, policies and procedures. Develop database documentation, including data standards, procedures and definitions for the data dictionary (metadata). Development and implementation of policies and procedures for server maintenance (installation, configuration, and maintenance). Work with the team to ensure associated hardware resources are allocated to the databases to ensure high availability and optimum performance. Commission and install new applications and customize existing applications in order to make them fit for purpose. Control access permissions and privileges. Management of personnel and finances. Track, monitor and implement audit findings related to IT systems and governance.
<u>ENQUIRIES</u>	:	MR E Khoeta, Tel: 018 391 4011
<u>POST 14/175</u>	:	<u>DEPUTY DIRECTOR: HEALTH FACILITY PLANNER - 02/2025/19</u>
<u>SALARY</u>	:	R896 436.per annum (All Inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in any Health Sciences. Five (5) years' experience in Health Planning from an infrastructure perspective post qualification. A valid driver's license. Computer literacy. Main Role: To provide health planning support and expert health design guidance for the preparation of Business Cases and Project Strategic Briefs.
<u>DUTIES</u>	:	Prepare Strategic Project Briefs for Capex and maintenance projects. Assist with preparation and review of Business Cases in consultation with Health Facilities. Support built environment staff and end users with the development of skills to prepare business cases. Provide health specific inputs to infrastructure plans, norms and standards. Make inputs from a health perspective to all capex and maintenance projects.
<u>ENQUIRIES</u>	:	MR M manhivi, tel. 018 391 4437
<u>POST 14/176</u>	:	<u>CIVIL/STRUCTURAL ENGINEER (PRODUCTION): INFRASTRUCTURE PLANNING - 02/2025/20</u>
<u>SALARY</u>	:	R879 342 - R1 323 267.per annum. (All Inclusive Package) Final salary will be determine by the appropriate/recognizable years of experience in Engineering post professional registration
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Engineering (Civil). Three (3) years' experience post qualification. Shortlisted candidates will be required to current proof of registration as a Professional Engineer with Engineering Council of South Africa (ECSA). Computer literacy. A valid drivers' license. Main Role: To provide civil/structural engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System. [IDMS].
<u>DUTIES</u>	:	Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery

		mechanisms and undertake feasibility studies. Compile civil/structural engineering briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate civil/structural engineering installations and oversee commissioning of engineering installations. Make inputs to the preparation of the User Asset Management Plan. Undertake research.
<u>ENQUIRIES</u>	:	MR M Manhivi, Tel. 018 391 4437
<u>POST 14/177</u>	:	<u>ARCHITECT (PRODUCTION): INFRASTRUCTURE PLANNING - 02/2025/21</u>
<u>SALARY</u>	:	R761 157 – R 1 144 008 per annum. (All Inclusive Package) Final salary will be determined by the appropriate/recognizable years of experience in Architectural post professional registration
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Architecture. Three (3) years' experience post qualification. Shortlisted candidates will be required to submit current proof of registration as a Professional Architect with the South African Council for the Architectural Professions (SACAP). Computer literacy. A valid drivers' license. Main Role: To assist and manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS).
<u>DUTIES</u>	:	Prepare the construction procurement strategy and the infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Projects Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the infrastructure Programme Implementation Plan. Monitor the implementation of Programme /Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and implementing Agent (s)
<u>ENQUIRIES</u>	:	MR M Manhivi, Tel. 018 391 4437
<u>POST 14/178</u>	:	<u>QUANTITY SURVEYOR (PRODUCTION): INFRASTRUCTURE PLANNING - 02/2025/22</u>
<u>SALARY</u>	:	R761 157 – R1 144 008 per annum (All Inclusive Package) Final salary will be determined by the appropriate/recognizable years of experience in Quantity Surveyor post professional registration
<u>CENTRE</u>	:	Provincial Office – Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Quantity Surveying. Three (3) years' experience post qualification. Shortlisted candidates will be required to submit current proof of registration as a Professional Quantity Surveyor with South African Council for the Quantity Surveying Professions (SACQSP). Computer literacy. A valid drivers' licence. Main Role: To provide quantity surveying inputs and guidance for the development of infrastructure strategies, policies, functional / technical norms and standards, plans in line with the Provincial Infrastructure Delivery Framework for the planning and construction of projects.
<u>DUTIES</u>	:	Customise quantity surveying and costs norms / standards for health facilities. Determine quantity surveying policies, plans, procedures and criteria for all infrastructure projects and programmes. Contribute to project briefing documents, costing models and operational narratives. Make inputs to the User Asset Management, Project lists and Budget. Undertake research.
<u>ENQUIRIES</u>	:	MR M Manhivi, Tel. 018 391 4437
<u>POST 14/179</u>	:	<u>QUANTITY SURVEYOR (PRODUCTION): INFRASTRUCTURE DELIVERY PROGRAMME - 02/2025/23</u>
<u>SALARY</u>	:	R761 157 – R1 144 008 per annum (All Inclusive Package) Final salary will be determined by the appropriate/recognizable years of experience in Quantity Surveyor post professional registration
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Quantity Surveying. Three (3) years' experience post qualification. Shortlisted candidates will be required to submit current proof of registration as a Professional Quantity Surveyor with South African Council for the Quantity Surveying Professions (SACQSP). Computer literacy. A valid drivers' licence. Main Role: To assist to manage the delivery of the infrastructure

		built environment programmes and projects in line with the Provincial Infrastructure Delivery Management Systems (IDMS)
<u>DUTIES</u>	:	Prepare the construction procurement strategy and the infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Projects Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the infrastructure Programme Implementation Plan. Monitor the implementation of Programme Implementation Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and implementing Agent (s)
<u>ENQUIRIES</u>	:	MR M Manhivi, Tel. 018 391 4437
<u>POST 14/180</u>	:	<u>CANDIDATE ENGINEER: INFRASTRUCTURE DELIVERY PROGRAMME - 02/2025/24</u> (Five Year Contract)
<u>SALARY</u>	:	R761 157.per annum (All Inclusive package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Engineering. Shortlisted candidates will be required to submit current proof of registration as a Candidate Engineer with ECSA (Civil/structural engineer or Electrical or Mechanical Engineer). A valid drivers' licence. Computer literacy. Main Role: To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management Systems (IDMS)
<u>DUTIES</u>	:	Assist to prepare the construction procurement strategy and the infrastructure Programme Management Plan. Assist to prepare Packages/Individual Projects Briefs. Contribute to the review and acceptance of the infrastructure Programme Implementation Plan. Assist monitor the implementation of Programme Implementation Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist to manage the interface between the end-user/community structures and implementing Agent (s)
<u>ENQUIRIES</u>	:	MR M Manhivi, Tel. 018 391 4437
<u>POST 14/181</u>	:	<u>ELECTRICAL ENGINEER (PRODUCTION): INFRASTRUCTURE PLANNING - 02/2025/25</u>
<u>SALARY</u>	:	R879 342 - R1 323 267.per annum. (All Inclusive Package) Final salary will be determine by the appropriate/recognizable years of experience in Engineering post professional registration
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Engineering (Electrical). Three (3) years' experience post qualification. Shortlisted candidates will be required to submit current proof of registration as a Professional Engineer with the Engineering Council of South Africa (ECSA). Computer literacy. A valid drivers' license. Main Role: To provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations.
<u>DUTIES</u>	:	Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Undertake research.
<u>ENQUIRIES</u>	:	MR M Manhivi, Tel. 018 391 4437
<u>POST 14/182</u>	:	<u>MECHANICAL ENGINEER (PRODUCTION): INFRASTRUCTURE PLANNING - 02/2025/26</u>
<u>SALARY</u>	:	R879 342 - R1 323 267.per annum (All Inclusive Package) Final salary will be determine by the appropriate/recognizable years of experience in Engineering post professional registration
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Engineering (Mechanical). Three (3) years' experience post qualification. Shortlisted candidates will be required to submit current

		proof of registration as a Professional Engineer with Engineering Council of South Africa (ECSA). Computer literacy. A valid drivers' license. Main Role: To provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations.
<u>DUTIES</u>	:	Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Undertake research.
<u>ENQUIRIES</u>	:	MR M Manhivi, Tel. 018 391 4437
<u>POST 14/183</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS - 02/2025/27</u>
<u>SALARY</u>	:	R896 436 - R1 323 267 per annum. (All Inclusive MMS Package)
<u>CENTRE</u>	:	provincial office - Mahikeng
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Labour Relations/Labour Law/LLB. Five (5) years relevant experience in Labour relations of which 3 years should be at Assistant Director Level. Knowledge and experience in Policy development and implementation. Sound knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act of 1995, Public Service Collective Agreements and Relevant Labour Law Legislations e.g. BCEA, EEA, SDA and related Legal Framework. Knowledge of evidentiary rules. Good verbal and written communication skills, investigative, analytic and report writing skill. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Provide input into Employee Relations Policies. Analyse current Policies and Labour Relations trends. Recommend Policy amendments. Implement Employee Relations Policies. Advise the department on key Labour Relations Policy issues and new developments. Advise Management and Employees on all employee relations matters. Manage dispute resolution, collective bargaining matters, facilitation of grievance resolutions and disciplinary processes. Management of human resources. Investigate complex cases. Register and maintain a database of all cases including grievances. Maintain compliance in all labour relations matters, dissemination of information and conducting of training. Liaise with internal and external stakeholders. Represent the Department at Conciliation and Arbitrations proceedings. Ensure that approved resolutions are implemented. Manage conflict resolution.
<u>ENQUIRIES</u>	:	ADV. P Monchusi, Tel 018 391 4345
<u>POST 14/184</u>	:	<u>ENGINEERING TECHNICIAN: ENGINEERING AND TECHNICAL SERVICES 02/2025/28 (2 POSTS)</u>
		Purpose: To render technical services and support in engineering research, design, manufacturing, operations and maintenance.
<u>SALARY</u>	:	R391 671.per annum (plus benefits)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	National Diploma in Engineering. Three (3) years' post qualification Engineering experience. Shortlisted candidates will be required to submit current proof of registration with Engineering Council of South Africa (ECSA) as Professional Engineering Technician. Computer literacy. A valid drivers' license.
<u>DUTIES</u>	:	Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standard drawings and procedures. Produce technical designs with specifications. Assist to manage the execution of the maintenance strategy. Assist to set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Assist to monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Collect and analyse data on use of utilities by Health Facilities. Undertake research.s
<u>ENQUIRIES</u>	:	MR M Manihvi, Tel. 018 391 4437

**PROVINCIAL ADMINISTRATION: WESTERN CAPE, PROVINCIAL GOVERNMENT
DEPARTMENT OF HEALTH AND WELLNESS**

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

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 14/185 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: PAEDIATRIC GASTROENTEROLOGY)**

SALARY : Grade 1: R1 553 670 per annum
Grade 2: R1 773 222 per annum
Grade 3: R1 936 806 per annum

CENTRE : Tygerberg Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric Gastroenterology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Paediatric Gastroenterology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Paediatric Gastroenterology. **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 Paediatric Gastroenterology. **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 employee) as a Medical Specialist in Paediatric Gastroenterology. Inherent requirements of the job: A valid driver's license. Competencies (knowledge/skills): Excellent written and verbal communication skills. Experience in Paediatric Gastroenterology. Ability to function independently at a level of Medical Sub-Specialist in Paediatric Gastroenterology. Demonstrated interest in Paediatric Gastroenterology research. Working with multi-disciplinary teams. SASPGHAN membership.

DUTIES : (key result areas/outputs): To render a clinical in- and outpatient service in Paediatric Gastroenterology. To provide a Paediatric gastroscopy and colonoscopy service. To provide clinical teaching in Paediatric Gastroenterology. To engage in Paediatric Gastroenterology research.

ENQUIRIES : Prof Regan Solomons, tel. no. (021) 938 9506

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. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Paediatric Gastroenterology with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 13 May 2025

POST 14/186 : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIATION ONCOLOGY)**

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.

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as

	Medical Specialist in Radiation Oncology. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Radiation Oncology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Radiation Oncology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Radiation Oncology. 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 Radiation Oncology. Inherent requirement of the job: Participate in the after-hours call system. Commuted overtime is compulsory. Up to date GCP (Good clinical practice) training. Up to date ACLS or ATLS course training. Competencies (knowledge/skills): To lead and run an efficient and cost-effective colo-rectal, hepato-biliary and thyroid combined Oncology service at Groote Schuur Hospital. Knowledge and experience of modern radiotherapy planning and treatment, including 3D CRT, VMAT planning and treatment, chemotherapy administration and management of side effects, and biological therapy, as well as experience in palliative care is required. Computer literacy (MS Office)
<u>DUTIES</u>	: (key result areas/outputs): Take on additional clinics in times of need and create/update treatment guidelines for all clinics. Take on administrative and/or management roles within the department as required. Conduct appropriate clinical audits and appropriate clinical research within the department to stay abreast of clinical development. Support major referral centres in drainage areas e.g. George Hospital, Vredenburg Hospital, Mitchell's Plain Hospital, by doing outreach and supporting competencies in the District Health Care System to manage patients and referrals appropriately. Participate in departmental outreach teaching initiatives such as Access to Care radiotherapy teaching program. Involved in CMSA teaching and training and assessment. Supervise, teach and assess registrars and Mmed projects according to best practice standards.
<u>ENQUIRIES</u>	: Prof J Parkes, tel. no. (021) 404-4265.
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/187</u>	: <u>MEDICAL SPECIALIST GRADE 1 TO 3 (OPHTHALMOLOGY)</u> (Chief Directorate: Rural Health Services)
<u>SALARY</u>	: Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).
<u>CENTRE</u>	: George Regional Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Ophthalmology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Ophthalmology. 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 Ophthalmology. 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 Ophthalmology. Extensive experience in Ophthalmological surgery, particularly cataract and trauma surgery. Experience in teaching and conducting research. 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 Ophthalmology related illnesses. Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits or research and publications. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

DUTIES : (key result areas/outputs): 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 effective and efficient administration of the Ophthalmology Division. Ensure the rational use of resources (medical/surgical sundries and equipment) and apply antibiotic stewardship, patient audits and Clinical Governance. Ensure appropriate training of all clinical staff, including students, Cosmos and staff in District Hospitals. Organize and partake in Outreach and Support services on consultant as well as surgical basis, to the Rural East Ecosystem with the strive to achieve the aim of prevention of blindness in the Rural East Ecosystem. Partake and organize clinical and or demographic studies where possible. Ensure good relations with patients, nursing staff, colleagues and referral services at tertiary level.

ENQUIRIES : Dr AH Stark, tel. no. (044) 802-4504
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 13 May 2025

POST 14/188 : **MEDICAL OFFICER: GRADE 1 TO 3 (MEDICO-LEGAL ADVISOR)**
 Directorate: Assurance

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 : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the professions Council: Registration with the HPCSA as Medical Practitioner. Experience **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health

	Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid code B Driver's Licence. Willingness to travel across the Western Cape province, as required. Competencies (knowledge/skills): Computer literacy. Knowledge of good clinical practice guidelines. Knowledge of Western Cape Health and Wellness Policies.
<u>DUTIES</u>	: (key result areas/outputs): Investigate new and existing medical malpractice cases, Inquest and other medico-legal files as allocated. A professional and authoritative medico-legal advisory and risk-management service provided to The Department and Provincial Government Discharge of obligations with respect to occupational health and impairment of provincial government employees. Office administration efficiently managed with appropriate delegation of tasks, efficient reporting to stakeholders and prompt completion of routine and urgent tasks as allocated.
<u>ENQUIRIES</u>	: Dr Anke Nitzsche tel. no. (021) 483 8851
<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).
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/189</u>	: <u>MEDICAL OFFICER: GRADE 1 TO 3 (TRAUMA CENTRE)</u> (1-Year Contract)
<u>SALARY</u>	: 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.
<u>CENTRE</u>	: Groote Schuur Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as 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 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 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 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: Commuted overtime is compulsory. Valid (Code B/EB) driver's license. Participate in the after-hours call system. Advanced Trauma Life support (ATLS) certified. Competencies (knowledge/skills): Airway skills and ability to resuscitate the severely injured patient. Ability to work as part of a trauma team. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Knowledge, expertise and experience with regards to providing medical care of high care trauma patients. Additional courses such as PALS, BLS, ACLS, basic surgical skills and ultrasound course are recommended Ability to conduct research.

<u>DUTIES</u>	:	(key result areas/outputs): Leadership. Innovation and Research. Teaching. Clinical Governance. Clinical Service: Patient care and assisting in theatre.
<u>ENQUIRIES</u>	:	Ms S Show tel no, (021) 404 4117 or Sandiswa.show@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/190</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (TRAUMA CENTRE)</u> (1-Year Contract)
<u>SALARY</u>	:	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
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as 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 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 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 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: Commuted overtime is compulsory. Valid (Code B/EB) driver's license. Participate in the after-hours call system. Advanced Trauma Life support (ATLS) certified. Competencies (knowledge/skills): Airway skills and ability to resuscitate the severely injured patient. Ability to work as part of a trauma team. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Knowledge, expertise and experience with regards to providing medical care of high care trauma patients. Additional courses such as PALS, BLS, ACLS, basic surgical skills and ultrasound course are recommended Ability to conduct research.
<u>DUTIES</u>	:	(key result areas/outputs): Leadership. Innovation and Research. Teaching. Clinical Governance. Clinical Service: Patient care and assisting in theatre.
<u>ENQUIRIES</u>	:	Ms S Show tel. no. (021) 404 4117 or Sandiswa.show@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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)".

<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/191</u>	:	<u>REGISTRAR (MEDICAL): PUBLIC HEALTH MEDICINE (WESTERN CAPE DEPARTMENT OF HEALTH AND WELLNESS ROTATION)</u> (4-Year Contract) Garden Route District
<u>SALARY</u>	:	R1 001 349 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Garden Route & Central Karoo Districts University of Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Minimum educational qualification: -An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. A Masters level qualification in Public Health such as an MPH or equivalent. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner in the category of independent practice. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Registration for the MMED in Public Health Medicine at the University of Cape Town. Willingness to be a resident of the George area for up to two years. Competencies (knowledge/skills): Computer literacy, and the ability to learn new technical skills. The candidate must have a strong understanding of public health, health systems and health policy. Excellent verbal and written communication skills. Good interpersonal and time-management skills. The successful candidate is expected to be technically competent, to align to the values of the Department of Health and Wellness and to be kind.
<u>DUTIES</u>	:	(Key result areas/outputs): Public Health medical service provision in the public sector health services. Teaching and training/supervision of under and postgraduates and running training for WCG service personnel. Operational research and presentation and publication in peer-reviewed scientific fora. Management, administration and leadership – using public health expertise to assist administration, management and allocation of personnel, resources and facilities, and to monitor and evaluate programmes and projects. Participate in formal training in public health disciplinary components.
<u>ENQUIRIES</u>	:	Ms Heliza Mentoer, tel.no. (044) 803-2700
<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 may be subjected to a competency test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines. -Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personnel. As such they are entitled to receive pay progression. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with

		applicable procedures. -Applications will also be considered for similar posts that becomes vacant in the Garden Route District for a period of 3 months.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/192</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	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).
<u>CENTRE REQUIREMENTS</u>	:	Victoria Hospital Minimum educational qualification: An appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid (code B/EB) driver's license. A valid ACLS Certificate. Competencies (knowledge/skills): Be able to manage common medical conditions presenting to the Department for admission. Be able to perform procedures such as IV lines, ICD, CVP insertion. Be able to perform resuscitation including cardioversion and ETT insertion. Be familiar with provincial and national treatment guidelines for common medical conditions, Basic computer literacy skills. Communicate well with colleagues including arranging referrals to the tertiary centre. Appropriate experience in Resuscitation, Intubation and ventilation for acute medical emergencies. Appropriate experience in Internal Medicine after completion of Medical Internship.
<u>DUTIES</u>	:	(key result areas/outputs): Manage acute medical admissions and follow up care of inpatients. Provide consultation service to other departments under supervision of consultants. Follow-up outpatients post discharge from ward. Supervise Interns and medical students rotating through Department of Medicine. Participate in academic meetings and ward rounds. Assist with completion of medico-legal documents including completion of Bis. Liaise with family members of admitted patients. Financially awareness regarding use of radiological and laboratory investigations.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Clint Cupido, tel. no. (021) 799-1161 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 the post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/193</u>	:	<u>REGISTRAR (MEDICAL) (GENERAL INTERNAL MEDICINE) (4 POSTS)</u>
<u>SALARY</u>	:	R1 001 349 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid

	(code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): FCP(SA) Part 1 completed. Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills. Other Internal Medicine related Post-Graduate Medical Diploma, Certificate or Degree may offer advantage. Experience in Internal Medicine is preferred.
<u>DUTIES</u>	: (key result areas/outputs): 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. Provide clinical support to other medical and surgical disciplines at Tygerberg Hospital. Perform onsite after-hours duties as per call roster. Provide supervised medical care in sub-speciality medical disciplines as per training program roster. Supervise and support medical interns and medical officers providing medical care on the service platform. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training of interns, medical students, nursing staff and paramedics. Learn critical skills required of an Internal Medicine specialist. Involvement in research/audits relating to Internal Medicine.
<u>ENQUIRIES</u>	: Dr N Schrueder, tel. no (021) 938 5731
<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 the post. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/194</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3</u> Overberg District
<u>SALARY</u>	: 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). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE</u>	: Caledon Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the

HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (code B/EB/C1) driver's license. Compulsory Commuted Overtime (COT) duties. Ability and willingness to do outreach services to clinics throughout the Theewaterskloof sub-district. Competencies (knowledge/skills): Sound knowledge of general medical and surgical conditions at district hospital and Primary Health Care level and knowledge applicable to the South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centered. Clinical service provision in the sub-district Health Service. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Competent in performing district level procedures including performance of caesarian sections, administration of spinal and general anesthesia, management of chronic conditions and HIV/TB care, maternal and child health as well as emergency medical care including adult and neonatal resuscitations. Ability to guide health care colleagues in managing difficult district-level cases.

DUTIES : (key result areas/outputs): Provide quality care to patients in the Theewaterskloof sub-district including Caledon Hospital and surrounding clinics and healthcare facilities. Provide Outreach and Support service to PHC facilities in the Theewaterskloof sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Theewaterskloof sub-district facilities as required.

ENQUIRIES : Dr RJ Liebenberg. Tel.no (028) 212-1070
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency assessment as part of the interview 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 Overberg District for a period of 3 months from date of advert."

CLOSING DATE : 13 May 2025

POST 14/195 : **CLINICAL PSYCHOLOGIST GRADE 1 TO 3**
Overberg District

SALARY : Grade 1: R872 709 per annum
 Grade 2: R1 014 705 per annum
 Grade 3: R1 174 848 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Hermanus Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration as a Clinical Psychologist with the Health Professions Council of South Africa (HPCSA). Registration with a Professional Council: Registration with the HPCSA as a Clinical Psychologist. Experience: **Grade 1:** None after registration with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A Minimum of 8 years' relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years'

relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A Minimum of 16 years' relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A Minimum of 17 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): - Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions, must be abreast of the Mental Health Care Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. Computer literacy (i.e., MS Word, PowerPoint and Excel). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment and to work independently and in different clinical settings. Good communication skills. Inherent requirements of the job: Valid (Code B/EB/CI) driver's licence. Willingness to travel in the district to consult clients, attend and conduct meeting and training sessions. Availability to work after hours, if and when required. Be able to work independently and in a multi- disciplinary team.

DUTIES : (key result areas/outputs): Ensure that quality mental health services are provided according to professional standards and ethical principles. Ensure that mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies, including suicide and substance use disorders prevention. Provide supervision, mentoring and support to lay health workers and Registered Counsellors, as part the sub district and district mental health teams. Establish Referral pathways and coordination with all stakeholders. Inter-sectoral and inter-disciplinary collaboration and coordination.

ENQUIRIES : Dr MB Hunter, tel. no. (028) 312 5203
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 : 13 May 2025

POST 14/196 : **MEDICAL OFFICER GRADE 1 TO 3 (6/8TH POST)**
Overberg District

SALARY : Grade 1: R751 011 per annum
Grade 2: R856 914 per annum
Grade 3: R991 764 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Hermanus Hospital, Overstrand Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council (HPCSA) as a Medical Officer. Registration with a Professional Council: Registration with the HPCSA as a Medical Officer. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid driver's license (B/EB/C1). Availability to travel to sub-district facilities to offer

		a service. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Knowledge applicable to South African chronic diseases and care guidelines. Provision of evidence-based care to the sub-district. Computer literacy. Competence in performing district level procedures including (but not limited to): caesarean sections. Competence in administering spinal and general anesthesia. Sound knowledge of infectious and non-communicable diseases management, maternal and child health care as well as emergency medical care including adult, child and neonatal resuscitations. Knowledge in the management of obstetric and gynecological emergencies, general medicine, general pediatrics and district-level surgical cases.
<u>DUTIES</u>	:	(key result areas/outputs): Deliver a general clinical service to Hermanus Hospital and PHC clinics and healthcare facilities in the Overstrand sub-district. Provide outreach support to PHC facilities in the sub-district. Responsible use of resources, including laboratory and blood products and rational prescription of Medicines. Active participation in the implementation of clinical governance strategies. Following of local guidelines and policies to practice evidence-based medicine. Display good ethical conduct and professional and personal integrity. Actively participate in good clinical practice, skills transfer, teaching and academic opportunities related to the post.
<u>ENQUIRIES</u>	:	Dr M Hunter, tel. no. (028) 313-5203
<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 Overberg District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/197</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Overberg District
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Struisbaai, Waenhuiskrans CC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic qualification with duration of at least one-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Registered with the SANC as a Professional Nurse and Midwife. Inherent requirements of the job: Valid code B/EB/C1 driver's license. Competencies (knowledge/skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resources and Financial policies. Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	(Key result areas/outputs): Responsible for the management and coordination of PHC services and delivery of person-centred quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Facility, inclusive of COVID – 19 screening, testing and management. Plan to practice a holistic health service on a short-/medium-/long term basis including the provision of effective mobile Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Manage Health Programmes (CBS, COPC, Comprehensive Health HAST School Health) and Quality assurance program of the facility. -Manage control and act in facet of Health, Support, Data collection and timeously submission of accurate PHC, CBS and HAST

		data, including Security, Cleaning, Infection control and Ground services reports monthly. Organise a cost-effective service on a daily basis and participate in community involvement including attending community engagements as required.
<u>ENQUIRIES</u>	:	Mrs G Van der Westhuizen, tel. no. (028) 514 8400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Shortlisted candidates may be subjected to a practical test. 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 Overberg District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/198</u>	:	<u>ASSISTANT DIRECTOR: CLINICAL TECHNOLOGY GRADE 1 (NEUROPHYSIOLOGY)</u>
<u>SALARY</u>	:	Grade 1: R 638 856 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Neurophysiology. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist: Neurophysiology (Independent Practice). Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as Clinical Technologist: Neurophysiology (Independent Practice). Inherent requirements of the job: After-hours service is compulsory. Competencies (knowledge/skills): Excellent written and verbal communication skills.
<u>DUTIES</u>	:	(key result areas/outputs): The clinical service includes the provision of a professional clinical technology service in Neurology in medical wards, theatres, ICU and outpatient clinics. Carrying out all neurophysiological tests including conduction studies, sleep studies (overnight polysomnography and multiple sleep latency tests; evoked potential studies (including bereitschaft potential measurements and somatosensory evoked potentials); autonomic function testing, and electroencephalography (routine and emergency studies and continuous video monitoring studies). Administrative duties including equipment resource management and human resource management. Troubleshooting and maintenance of equipment. Training of technologists and student technologists, and EEG technicians.
<u>ENQUIRIES</u>	:	Prof J Carr, tel. no. (021) 938-5500 / jcarr@sun.ac.za
<u>APPLICATIONS</u>	:	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 the post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/199</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMMUNITY BASED SERVICES)</u>
		Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Klipfontein Mitchells Plain Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years relevant experience. Competencies (knowledge/skills): Computer literacy. Knowledge of all relevant public service regulations and policies. Understanding public/private partnerships. Understanding the District Health System. Project management skills. Inherent requirements of the job: A valid (Code B/EB) driver's licence.
<u>DUTIES</u>	:	(key result areas/outputs): Facilitate, co-ordinate, monitor and ensure adequate integration of all Community Based Services within the PHC Programme in the delegated Sub-district of the Klipfontein/Mitchells Plain Sub structure. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient Health Care to the

		communities of the delegated Sub-district. Facilitate/support and assist in training, motivation and development of delegated staff. Facilitate effective management and utilisation of resources in accordance with relevant directives and legislation. Assist with NPO contract management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs S Patel-Abrahams, tel. no. (021) 370-5008
	:	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 posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/200</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 01 (COMPREHENSIVE HEALTH)</u> Central Karoo District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R549 192 per annum (Plus a 12% rural allowance of your annual basic salary) Central Karoo District Office 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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Good psychosocial, health assessment, interpersonal, planning, organisational and training skills. Good interpersonal relations, leadership and communication skills (verbal and written). Appropriate knowledge of the Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, and Chronic Conditions. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	(key result areas/outputs): Ensure implementation, coordination, monitoring and evaluation of the District Child health services and strategies. Support the implementation of the HIV/AIDS/STI/TB services, establish linkages with integrated management of chronic conditions, Maternal Women, Youth and Men's Health and the 1st 1000 day's strategies within the Laingsburg and Prince Albert sub-districts and the Beaufort West Sub District. Support the internal and external interface strengthening with the focus on the COPC Model. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Support the Laingsburg and Prince Albert sub-districts and the Beaufort West Sub District to achieve and maintain Ideal Health status (PHC facilities and District Hospitals). Support the Laingsburg and Prince Albert sub-districts and the Beaufort West Sub-district to with all other quality-related services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J Nel, tel. no. (023) 414 - 3590
	:	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 Central Karoo District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/201</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: MALE, FEMALE AND PSYCH WARD)</u> Overberg District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R549 192 per annum Hermanus Hospital, Overstrand Sub-District Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and

	Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays, on day and night duty when required. Valid (code B/EB/C1) driver's license. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing with the public sector and basic computer literacy. Good communication skills. Promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpersonal, leadership, decision-making, conflict resolution skills and have the ability to function independently as well as part of the multi – disciplinary team. Good organisational skills.
<u>DUTIES</u>	: (key result areas/outputs): Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care with the standards set by the service and professional teamwork. Ensure implementing of quality improvement plan. Maintain constructive working relationships with nursing and other stakeholders and support to nursing services. Effective health information management. Manage and monitor proper utilization of human, financial and physical resources.
<u>ENQUIRIES</u>	: Ms AE Klaasen, tel. no. (028) 312-1166
<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 may be subjected to a practical test and competency assessment. The pool if applicants will be considered for similar vacant posts within the Overberg District of 3 months from the date of advert.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/202</u>	: <u>CLINICAL PSYCHOLOGIST: ADULT NEUROPSYCHIATRY GRADE 1 TO 3 (5/8TH POST)</u> (Contract Post Until 31 December 2025)
<u>SALARY</u>	: Grade 1: R545 450 per annum Grade 2: R761 028 per annum Grade 3: R881 136 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	: Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	: Minimum educational qualification: Experience: Grade 1: None after registration with the HPCSA as a Psychologist in respect of RSA-qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 8 years relevant experience after registration with the HPCSA as a Psychologist in respect of RSA-qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 16 years relevant experience after registration with the HPCSA as a Psychologist in respect of RSA-qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa0Registration with a Professional Council: Registration with the HPCSA as a Clinical Psychologist (Independent practice). Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Comprehensive knowledge of clinical psychology in general. Comprehensive knowledge of the Mental Health Care Act 17 of 2002 and ethos of the Professional Board of Psychology.
<u>DUTIES</u>	: (key result areas/outputs): Render clinical psychology services to patients presenting with psychiatric conditions and co-morbid psychological difficulties. Perform clinical assessments, diagnostic formulations and provide appropriate treatment interventions and/or referral to internal and external agencies. Execute psychometric and neuropsychological assessments. Assist intern clinical psychologist supervision. Perform relevant administrative tasks. Participate in the Psychology Department meetings.
<u>ENQUIRIES</u>	: Mr C Arendse tel. no, (021) 938 9455 or email Clayton.Arendse@westerncape.gov.za

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/203</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Barrydale CC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Experience: Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license. Willing to travel and work extended hours. Competencies (knowledge/skills): Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Knowledge of information management.
<u>DUTIES</u>	:	(Key result areas/outputs): Assess, diagnose and clinically manage patients and their families as per the scope of practice and in line with Departmental Clinical protocols and policies. Render an effective and comprehensive nursing treatment and care to patients. Provide continuous holistic and comprehensive nursing care, manage financial and administration duties and manage human resources. Work as part of the multi-disciplinary team to ensure quality promotive, preventive and curative Primary Health Care delivery. 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.
<u>ENQUIRIES</u>	:	Ms GJ Van Der Westhuizen, tel. no. (028) 514-8400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/204</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)</u> Chief Directorate: Metro Health Services

<u>SALARY</u>	:	Grade 1: R476 367PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Medical and Surgical Nursing Science. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Ability to function/make decisions independently as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of major incident disaster plan. Computer skills (MS Office).
<u>DUTIES</u>	:	(key result areas/outputs): Provide safe and comprehensive care delivered to patients in theatre. Provision of optimal, holistic specialized care with set standards within professional/legal framework. Ensure adherence to the principles of IPC practices in the theatre. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates in theatre. Effective utilization of human, material and physical resources.
<u>ENQUIRIES</u>	:	Ms R Geswindt, tel.no. (021) 337-4410
<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. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointed on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in Medical and Surgical Nursing Science- Operating Theatre Nursing.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/205</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MATERNITY)</u> Overberg Hospital
<u>SALARY</u>	:	Grade 1: R476 367PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE</u>	:	Hermanus hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Sciences. .A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a

	Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic nursing qualification in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Relieve duties. Valid (Code B/EB, C1) driver's license. Competencies (knowledge/skills): Good communication skills (Verbal and written).
<u>DUTIES</u>	: (Key result areas/outputs): -Provide holistic specialized maternal care to patients and health care education to patients and families. Provide direction, guidance and supervision to subordinates. Ensure implementation of quality improvement plan. Maintain constructive and supporting working relationship with nursing services and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	: Ms CPE Spandeel, tel. no. (028) 313- 1166
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). 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 Directorate: Overberg District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/206</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MIDWIFERY AND NEONATOLOGY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	: Grade 1: R476 369 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE</u>	: George Regional Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science or Advanced Neonatology. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Proof of current annual registration with SANC. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Midwifery and Neonatology nursing science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate within the Obstetrics and Gynaecology / Neonatology Paediatric department. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Obstetric and Neonatology Department.
<u>DUTIES</u>	: (key result areas/outputs): To provide holistic, quality health care and education according to individual needs of patients, family and the community. Effective utilization of Human and Physical Resources. Support Nurse Manager with Staff Supervisory Function. Maintain professional growth/ethical standards and self- development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	: Ms C Potts, tel. no. (044) 802-4553

<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. Candidate will be subjected to a practical. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatology nursing science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/207</u>	:	<u>PROFESSIONAL NURSE GRADE 1 to 2 (SPECIALITY: TRAUMA AND EMERGENCY)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	Grade 1: R476 369 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE</u>	:	Helderberg Hospital, Khayelitsha/Eastern Sub-structure
<u>REQUIREMENT</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Midwifery. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor and take charge of the hospital after hours. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a 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, Western Cape.
<u>DUTIES</u>	:	(key result areas/outputs): Provision of optimal, holistic specialized nursing care within the professional, ethical and legal framework and work as part of the multi-disciplinary team. Effective utilization of all resources. Provide support to Nursing Services ensuring quality productivity. Maintain professional growth/ethical standards and self-development. Participation in training, including mentoring and research.
<u>ENQUIRIES</u>	:	Ms T Khumalo, tel. no. (021) 850-4752
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualification will be appointed into the general stream and they will be required to obtain the necessary qualification within predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing

	Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/208</u>	: <u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2(PHC) (2 POSTS)</u>
<u>SALARY</u>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	: Diazville CDC (1 Post) Laingville CC (1 Post), Saldanha Sub- District
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a Professional Council: Registration with the SANC as a professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty Inherent requirement of the job: Valid (Code B/EB) driver's licence Competencies (knowledge/skills): Knowledge of Nursing Act and relevant regulations Knowledge of Medicines Control Act, Mental Health Care Act, Child Health Act and other relevant legislation.
<u>DUTIES</u>	: (key result areas/outputs): Effective management and execution of relevant Curative Programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective management and execution of relevant Child Health within the scope of practice and to be and advocate for the patient to ensure the provision of necessary health care. Effective management and execution of relevant Woman's Health Services within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective management and execution of relevant HAST programmes within the scope of the practice and to be an advocate for the patient to ensure the provision of necessary health care.
<u>ENQUIRIES</u>	: Mrs A Louw Tel: (022) 709 5066
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care with the South African Nursing Council.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/209</u>	: <u>PROFESSIONAL NURSE GRADE 1 to 2 (SPECIALITY: TRAUMA AND EMERGENCY)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	: Grade 1: R476 369 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE</u>	: Eerste River Hospital, Khayelitsha/Eastern Sub-structure
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Midwifery. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife.

	Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and a minimum of one year experience after obtaining the additional qualification and registration with SANC in Trauma and Critical Care Nursing: General. Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in Trauma and Critical Care Nursing: At least 10 years of the period above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in Trauma and Critical Care Nursing, General. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor and take charge of the hospital after hours. Competencies (knowledge/skills): - Ability to function/make decisions independently and as part of a 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, Western Cape.
<u>DUTIES</u>	: (key result areas/outputs): Provision of optimal, holistic specialized nursing care within the professional, ethical and legal framework and work as part of the multi-disciplinary team. Effective utilization of all resources. Provide support to Nursing Services ensuring quality productivity. Maintain professional growth/ethical standards and self-development. Participation in training, including mentoring and research.
<u>ENQUIRIES</u>	: Ms M Luphondo, tel. no. (021) 902-8010
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/210</u>	: <u>ASSISTANT DIRECTOR: FINANCE</u> West Coast District
<u>SALARY</u>	: R468 459 per annum
<u>CENTRE</u>	: Vredendal Hospital, Matzikama Sub-District:
<u>REQUIREMENTS</u>	: Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in budget management, revenue, financial management and supply chain management. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Sound and relevant knowledge regarding Governmental and Departmental policies and legislation. Ability to function/make decisions independently and as part of a multi-disciplinary team and the ability to travel and do after hour's work. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Advanced computer skills in MS Word, Excel, and Outlook.
<u>DUTIES</u>	: (key result areas/outputs): Effective accounting (Assets and Liabilities accounts). Effective payment management. Demand and acquisition Procurement of consumable stock, services and maintenance. Asset Management. Effectively monitor Budget & expenditure. Effective, efficient and economic Human Resource management pertaining to Finance. Compliance.
<u>ENQUIRIES</u>	: Dr. ECT Ockhuis, tel. no. (027) 2132039.
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/211</u>	: <u>ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R468 459 per annum

<u>CENTRE REQUIREMENTS</u>	:	Metro TB Hospital Complex
	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource management, human resource development and labour relations. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel in the Cape Metro. Willingness to work between Brooklyn Chest Hospital and DP Marais Hospital. Competencies (knowledge/skills): Leadership and management skills, interpersonal skills, planning and Co-ordination skills. The ability to function independently and in a multi-disciplinary team and the ability to direct the team to ensure good people management practices. Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Computer literacy (MS Word, and Excel).
<u>DUTIES</u>	:	(key result areas/outputs): Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration for the Metro TB Hospital Complex. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department and ensure effective supervision of staff. Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) HR Audit Action Plan (HR AAP). -Administer and ensure that audit investigations, follow-up and feedback of audit findings are done timeously. Manage Human Resource Development and the implementation of HRD policies, prescripts and the Work Skills Plans, and oversee the training of staff and wellness programmes. Manage sound Labour Relations and effective participation in IMLC and labour relations matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms W. Sonnie tel. no. (021) 508 7403
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Assistant Director: HRM posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/212</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT</u> West Coast District
<u>SALARY</u>	:	R468,459 per annum
<u>CENTRE</u>	:	West Coast District Office, Malmesbury
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Supply Chain Management: Assets management, Warehouse management, Procurement process and Contract Management. Appropriate knowledge and practical experience in LOGIS, ePS, Procurement Planning portal, security management portal etc. Appropriate proven supervisory experience. Inherent requirement of the job: Computer literacy (MS Office). A valid Code B/EB driver's license. Willingness to travel. Competencies (knowledge/skills): Good organizational, managerial, leadership skills, an aptitude for working with financial figures with strong people management skills, ability to work in a team context and motivate team members. Computer literacy Microsoft Package with experience in LOGIS. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA) as well as Accounting Officer System.
<u>DUTIES</u>	:	(key result areas/outputs): Responsible for overall management of all Supply Chain Management functions. Responsible for Inventory Control, warehouse management and asset management processes. Accurate and timeous preparation of reports and assist with the compilation of the Interim and Annual Financial Statements. Supervise the monthly submission of SCM9, Bas& LOGIS reconciliation etc Contract management assistance in respect of Supply Chain and Finance responsibilities. Ensure sound Labour practices are executed and implemented. Effective utilisation of human resources.
<u>ENQUIRIES</u>	:	Mr M Sixhaxa, tel. no. (022) 814-0314

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/213</u>	:	<u>CONTROL LAUNDRY MANAGER</u> Directorate Facilities Management
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (based at Tygerberg Central Laundry)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year B-degree or 3-year National Diploma (or equivalent qualification). Experience: Appropriate management experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Excellent verbal and writing communication skills. Motivational and leadership skills. The ability to mentor, support and encourage people. Good understanding of the production or processing environment. Sound knowledge and understanding of the Public Finance Management Act and Public Procurement procedures.
<u>DUTIES</u>	:	(key result areas/outputs): Manage the provision of an effective and efficient laundry services at Tygerberg Central Laundry. Manage Finance, Supply Chain Management and People Management of the institution. Manage the Technical work performance and staff training. Ensure cost effective in-house laundry services. Monitor and control expenditure of the institution. Monitor the control of linen inventory at the institution. Provide technical input and advice to management. Assist with planning and designs of new on premises laundries, central laundries and hospital linen banks. Provide an effective and efficient laundry and linen service to all clients.
<u>ENQUIRIES</u>	:	Mr A Jantjies, tel. no. (021) 918-1702
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/214</u>	:	<u>ASSISTANT DIRECTOR: SUPPORT SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in support services and management relevant to this role. Inherent requirements of the job: A valid (Code B/EB) driver's licence.
<u>DUTIES</u>	:	(key result areas/outputs): Provide efficient and effective leadership and management of support services including Food services unit, porters, Switchboard, Hospital grounds, hospital hygiene, laundry, medical records, administrative personnel, transport and registry. Ensure compliance with Ideal Hospital and OHSC norms and standards for all service areas People management within support services Contract management including security, cleaning, waste management, pest control & garden services. Financial management.
<u>ENQUIRIES</u>	:	Ms Y Nelukalo, tel. no. (021) 799-1123
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Shortlisted candidates may be expected to complete a competency test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/215</u>	:	<u>ASSISTANT DIRECTOR: (SUPPORT: PROCESS FACILITATION DESIGN)</u> Directorate: Strategy, Policy and Planning
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Social Science or Health Science field or equivalent. Experience: Appropriate experience in facilitating and planning workshops. Inherent requirement of the job: Valid code B/EB driver's licence. Competencies (knowledge/skills): Working knowledge of facilitation tools and methods. Practical understanding of knowledge creation and learning theory, especial social learning practices. Practical understanding of stakeholder

		engagement. Process facilitation design skills to promote and enable creative thinking and collaboration. Exceptional interpersonal, organizational, and communication skills. Project/events management skills will be advantageous. (key result areas/outputs): Assist with the design and facilitation of collaborative thinking processes. Maintaining and sustaining a collaborative thinking environment. Manage multi-inquiry events. Management of the team.
<u>DUTIES</u>	:	
<u>ENQUIRIES</u>	:	Ms K Ching, email: Karen.Ching@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/216</u>	:	<u>ASSISTANT DIRECTOR: CLINICAL TECHNOLOGY GRADE 1 (NEUROPHYSIOLOGY)</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Neurophysiology. Registration with a Professional Council: Registration with the HPCSA as a Clinical Technologist: Neurophysiology (Independent Practice). Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as Clinical Technologist: Neurophysiology (Independent Practice). Inherent requirements of the job: Valid (Code B/EB) driver's licence. After hours service is compulsory. Competencies (knowledge/skills): Excellent written and verbal communication skills.
<u>DUTIES</u>	:	(Key result areas/outputs): The clinical service includes the provision of a professional clinical technology service in Neurology in medical wards, theatres, ICU and outpatient clinics. Carrying out all neurophysiological tests including conduction studies, sleep studies (overnight polysomnography and multiple sleep latency tests; evoked potential studies (including bereitschaft potential measurements and somatosensory evoked potentials); autonomic function testing, and electroencephalography (routine and emergency studies and continuous video monitoring studies). Administrative duties including equipment resource management and human resource management. Troubleshooting and maintenance of equipment. Training of technologists and student technologists, and EEG technicians.
<u>ENQUIRIES</u>	:	Prof J Carr, tel. no. (021) 938-5500 / jcarr@sun.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/217</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R397 233 per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Experience: Grade 1: None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. Registration with a Professional Council: Registration

	with the HPCSA as a Radiographer in Diagnostic. Inherent requirements of the job: Render a 24-hour service as determined by the department. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.
<u>DUTIES</u>	: (Key result areas/outputs): Produce radiographs of optimum quality with good patient care. Assist with administrative duties in radiology. Support of supervisor and teambuilding. Maintain professional growth/ethical standards and self-development. Participate in continuing professional development activities. Safe use and care of equipment. Assist with training of community service Radiographers and students. Participate in a after-hour service of the department.
<u>ENQUIRIES</u>	: Ms M Samuels, tel.no. (021)337-479
<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 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 vacant Radiographer (Diagnostics) posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/218</u>	: <u>PHYSIOTHERAPIST: GRADE 1 TO 3</u>
<u>SALARY</u>	: Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	: Groote Schuur Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a Professional Council: Registration with the HPCSA as a Physiotherapist. Experience: Grade 1: None after registration with the HPCSA in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Willingness to work overtime. Ability to work after hours for ERAS(Enhanced Recovery After Surgery) calls. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures. Ability to work under extreme pressure. Ability to problem solve, organise, and prioritize patient treatments/discharge plans. Ability to work within the MDT. Ability to work independently Ability to supervise undergraduate students in a tertiary setting. Appropriate, clinical experience as a Physiotherapist in an acute and specialist/tertiary hospital. Good problem solving, interpersonal and communication skills. Computer literacy.
<u>DUTIES</u>	: (key result areas/outputs): Assess and treat patients in Trauma, Oncology, Maternity, Neurology, Neurosurgery, Orthopaedic, Acute Spinal Cord Injuries,

	OPD, Medical, Surgical, Cardiothoracic wards as well as High Care and Intensive Care units associated with these wards Be responsible for administration related to patient care as well as departmental administration. Management of assets in allocated work area. Assist in the clinical supervision of undergraduate students.
<u>ENQUIRIES</u>	: Ms CK Davids, tel. no. (021) 404 4408.
<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 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 <u>apply for change in registration status</u> ”).
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/219</u>	: <u>CLINICAL TECHNOLOGIST GRADE 1 TO 3: CARDIOLOGY</u> (12 Month Contract)
<u>SALARY</u>	: Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	: Groote Schuur Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiology Registration with a Professional Council: Registration with HPCSA as a Clinical Technologist: Cardiology. Experience: Grade 1: None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: After hours service. Competencies (knowledge/skills): Good communication skills (verbal and written). Experience in Echocardiography, Cardiac Catheterization and Cardiac Pacing. Above average academic record, work record and managerial abilities. Ability to work independently, without supervision and work within a group with all levels of staff.
<u>DUTIES</u>	: (key result areas/outputs): To perform high quality and efficient cardiology service by providing specialized clinical technology support in all areas of non-invasive and invasive cardiology. Required to work in the various specialized areas in the unit on a rotational basis (Cardiac catheterization laboratory, pacemaker clinic, echocardiography laboratory, Holter analysis). Delivery of 24-hour standby service (required to work after hours, during weekends and public holidays).
<u>ENQUIRIES</u>	: Mr M Govender, tel no. (021) 404 4094/5.
<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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in

		a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/220</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3: CARDIOLOGY</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiology. Registration with a Professional Council: Registration with HPCSA as a Clinical Technologist: Cardiology. Experience: Grade 1: None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: After hours service. Competencies (knowledge/skills): Good communication skills (verbal and written). Ability to work independently, without supervision and work within a group with all levels of staff. Appropriate experience in clinical technology within the field of cardiology including in-service training at a registered training facility. Above average academic record, work record and managerial abilities. Experience in Echocardiography, Cardiac Catheterization and Cardiac Pacing
<u>DUTIES</u>	:	(key result areas/outputs): Required to work in the various specialized areas in the unit on a rotational basis (Cardiac catheterization laboratory, pacemaker clinic, echocardiography laboratory, Holter analysis). Delivery of 24-hour standby service (required to work after hours, during weekends and public holidays). To perform high quality and efficient cardiology service by providing specialized clinical technology support in all areas of non-invasive and invasive cardiology.
<u>ENQUIRIES</u>	:	Mr M Govender, tel no. (021) 404 4094/5.
<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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/221</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (SYSTEMS LOGIS HELPDESK)</u> Directorate: SCM Governance (Bellville Office)
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3 Year National Diploma or Degree. Experience: Appropriate Logis experience. Competencies (knowledge/skills): Computer Literacy (Ms Word, Excel, Power Point; Teams). National, Provincial and Departmental Prescripts Good Leadership Abilities. Ability To Meet Deadlines and Complete Tasks Under Extreme Pressure.

DUTIES : (key result areas/outputs): Manage Fully Functional Helpdesk Perform Departmental System Controller Functions. Ensure Credible Information on Logis Reports. Review, Update and Issue Relevant Chapters in AOs, Policies, SOP's, SCM Instructions & Circulars. Administrative and Supervisory Management of Logis Helpdesk Team.

ENQUIRIES : Ms D Coetzee, tel.no. (021) 483-6325

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 : 13 May 2025

POST 14/222 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**

SALARY : R397 116 per annum

CENTRE : West Coast District Office, Malmesbury

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in the procurement of goods and services, asset management, disclosure Notes reporting, contract management and transport activities. Appropriate supervisory experience in Supply Chain Management environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel within the West Coast District. Willingness to work after hours when required. Competencies (knowledge/skills): Appropriate knowledge of and practical experience in LOGIS and the Integrated Procurement Solutions (IPS). Computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Ability to work independently and part of a team.

DUTIES : (key result areas/outputs): Responsible for overall management for all supply chain management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract management, Logistics, Asset, Inventory and Disposal Management. Accurate and timely preparation of monthly reporting and assist with the compilation of the Annual and Interim Financial Statements in terms of Major and Minor assets for BAS VS LOGIS Recon & Notes 40 and 41. System Management (Ensure system controller functions are carried out and approve duties on EPS). Responsible for Asset management, planning and reporting for West Coast District. Management of all staff HR functions within the component including effective and efficient support to supervisors.

ENQUIRIES : Mr M Sixhaxa, tel. no. (022) 814-0314

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 : 13 May 2025

POST 14/223 : **CASE MANAGER**

SALARY : R397 116 per annum

CENTRE : Vredenburg Hospital

REQUIREMENTS : Minimum educational qualification: An Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment or Revenue Generation. Inherent requirement of the job: Willingness to travel and spend long periods away from the office. A valid Code 08 Driver's Licence Competencies (knowledge/skills): Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Ability to work with Excel spread sheets, Microsoft Word, and web-based programs (medical aids).

DUTIES : (key result areas /outputs): Co-ordinate the workflow processes between clinical and admin personnel by liaising, guiding, and supporting the fees department and the relevant hospital staff with the identification of prescribed minimum benefits. Efficiently and effectively communicate and update clinical information for externally funded clients. Control the correctness of the hospital bills, medical aids, road accident fund and privately funded patients by the efficient and effective interpretation and implementation of Case Management policies, protocols, and procedures within the hospital. Assist with the

		implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management. Provide quotations to privately funded and foreign patients.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr JE Basson, tel. no. 022 7097276
	:	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. This post will not be linked to any of the Occupational Specific Dispensations. No payment of any kind is required when applying for this post. Candidates may be subject to a competency test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/224</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u> (Contract Until 31 March 2026) Chief Directorate: Metro Health Services
<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>	:	Northern/Tygerberg Substructure
	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist. Experience: Grade 1: None after registration with the HPCSA as Occupational Therapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: A Valid driver's licence. Willingness to rotate within the substructure and perform relief duties. Competencies (knowledge/skills): Relevant skills in assessing, developing and implementing OT intervention. Sound knowledge of relevant national, provincial legislation and Health Care 2030. Experience in student training/supervision. Basic computer skills in MS Word, Excel, Outlook.
<u>DUTIES</u>	:	(key result areas/outputs): Coordinate & manage OT services for a designated area. People management, Rehab Care Workers, students, volunteers. Liaise and collaborate with stakeholders. Screen, assess and intervene as required & appropriate Link to appropriate levels of care.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N Kassen, tel.no. (021) 815 8798
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the 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 Occupational Therapist posts within the Chief

	Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/225</u>	: <u>PERSONAL ASSISTANT</u> Directorate: People Development
<u>SALARY</u>	: R325 101 per annum
<u>CENTRE</u>	: Head Office Cape Town
<u>REQUIREMENTS</u>	: Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualifications on a higher NQF level may also be accepted on condition that the subjects of the qualification align to the post. Experience: Appropriate experience in rendering a support service to Senior Management. Appropriate experience in office management. Inherent requirements of the job: Willingness to travel. Willingness to work after hours. Valid (Code B/EB) driver's licence. Ability to function in a team Ability to interact with people at all levels of society Ability to analyse numbers and read reports. Competencies (knowledge/skills): Secretarial and Office Management or Administration competencies. Document and spread sheet compilation. Proficient in Excel, MS Word, PowerPoint, Outlook Office. Excellent interpersonal, administrative, organisational skills.
<u>DUTIES</u>	: (key result areas/outputs): Render a secretarial/office management service to the manager (front office management, typing, filing, excel reports/graphs, drawing power point presentations Provide finance & supply chain support to the manager (processing of claims, procurement of standard items, management of petty cash). Support the manager with the administration of the budget for the Directorate. Provide diary management and meeting support to the manager (arrange meetings & travel arrangements, taking minutes, collation of documents, etc). Provide administrative support to the office of the Director (collate/compile reports, manage leave registers, co-ordinate training, etc).
<u>ENQUIRIES</u>	: Dr T Mabuda, tel.no. (021) 831-5801
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/226</u>	: <u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R325101 per annum
<u>CENTRE</u>	: Valkenberg Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Grade 12 certificate (or equivalent). Experience: Appropriate experience in Human Resource Development and Training. Appropriate experience in recruitment & selection processes. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Advanced knowledge of Human Resource Development systems, practices of the skills development legislative framework. Knowledge and experience of budgetary aspects, as well as project management skills. Computer literacy in MS Office.
<u>DUTIES</u>	: (key result areas/outputs): Manage and co-ordinate skills and training interventions. Plan, develop, co-ordinate, monitor and evaluate the implementation of the hospital Workplace Skills Plan and submission of all frequent HRD compliance reports. Co-ordinate and monitor 1% skills budget, supply chain management and expenditure process within PFMA prescripts. Plan and co-ordinate staff wellness activities. Manage and supervise human and physical resources. Handling of all recruitment and selection processes.
<u>ENQUIRIES</u>	: Ms Nolufefe Jim, tel. no. (021) 826 5792
<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 vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 13 May 2025

<u>POST 14/227</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE/ADMIN (ADMISSIONS)</u> <u>MITCHELL'S PLAIN HOSPITAL/EC HUB</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Mitchell's Plain District Hospital
<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: Appropriate experience in the CLINICOM and Medical Records. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of the PFMA, National Treasury regulations, Provincial Treasury directives, financial delegations and instructions. Knowledge of the financial procedures. Knowledge of Medical Records procedures Ability to be systematic and analytical and be able to interpret and apply policies. Computer literacy (MS Word, Excel).
<u>DUTIES</u>	:	(Key result areas/outputs): Manage the patient admissions process; Manage the receipting and banking of state monies. Manage the Medico/legal function; Monthly financial reporting and compiling of financial reporting. Ensure a constructive working relationship between admissions and the other stake holders. Manage human and financial resources and utilisation of physical resources. Management of staff at MPDH & EC Hub. Compiling of duty rosters for shift workers. Manage staff performance.
<u>ENQUIRIES</u>	:	Mr A. Moses, tel.no. (021) 377- 4497
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates may be subjected to a competency test. No payments 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.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/228</u>	:	<u>ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Emergency Medical Services, Eastern Division
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate experience in Information Management. Inherent requirements of the job: Valid Code B/EB driver's license. Willingness to travel. Competencies (knowledge/skills): Advanced Computer literacy (MS Office 365 package). Knowledge of WCEMS' Operations, Communications and Licensing and Compliance Processes. Knowledge of business process analysis, mapping, modelling and automation of Systems to improve data flow processes. Compilation of reports for meetings and decision making - using various BI platforms (Power BI and Tableau).
<u>DUTIES</u>	:	(key result areas/outputs): Design, implement and coordinate a well-established ICT functionality within the organisation (DITCOM, CITCOM, ITSr). Coordinate the Licencing & Compliance process according to the departmental prescripts. Develop, test and implement automated solutions for existing or new manual processes as part of the IM team. Creating of Dashboards and visualisations in aid of creating data awareness and information sharing. Submit timeous reports to management and staff on performance. Operate as part of the team through participation in innovations.
<u>ENQUIRIES</u>	:	Mr. S September (Tel: 021 937 0626) alternatively (email: Selwyn.september@westerncape.gov.za)
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be expected to undergo a practical assessment.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/229</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE/ADIM</u> Garden Route District

<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Knysna Hospital
<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 (KRA's) of the post. Experience: Appropriate experience in hospital admissions, fees and patient administration. Appropriate supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): -Analytical skills for monitoring and evaluation. Organisational, planning and leadership skills. Appropriate knowledge and working experience of Accounts Receivable and Clinicom systems. Appropriate knowledge and working experience of BAS, UPFS and Chapter 18 manual. Computer literacy (Word, Excel and Outlook).
<u>DUTIES</u>	:	(key result areas/outputs): Manage and supervise admissions, reception office, cashier and fees department Manage income and cash. Monitor and control payments and journals of hospital accounts (BAS, AR and Clinicom). Monitor and submit statistics to management and District office timeously. Training of admissions, fees and revenue staff. Banking of state monies. Represent institution at meetings and workshops in District.
<u>ENQUIRIES</u>	:	Mr D Mathee tel. no. (044) 302 - 8406
<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. Short listed candidates will be subject to competency testing.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/230</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Clanwilliam Hospital, Cederberg Sub-district:
<u>REQUIREMENTS</u>	:	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. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Professional Nurse. 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. Ability to work in a team. 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.
<u>DUTIES</u>	:	(key result areas/outputs): 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.
<u>ENQUIRIES</u>	:	Mr NM Goeieman Tel: 027 482 2166
<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. 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.

<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/231</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL)</u>
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Willingness to rotate to other departments/wards. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing practice is rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and ability to work collaboratively within FBUs.
<u>DUTIES</u>	:	(key result areas/outputs): Provide comprehensive nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Franken. Tel.no. (021) 658-5187 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. 13 May 2025
<u>POST 14/232</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Hermanus Hospital Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate and midwife/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends and relieve duties. Competencies (knowledge/skills):

		Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Be able to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	(key result areas/outputs): Provide direction and supervision for the implementation of the nursing care plans, laws and regulations relevant to nursing and health care. Implement standards, practices, criteria, and indicators for quality assurance. Utilize human, material, and physical resources efficiently and effectively. Maintain constructive and supporting working relationship with nursing and other stakeholders. Management of information
<u>ENQUIRIES</u>	:	Ms ED Stephansen, tel. no. (028) 312-1166
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the 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>	:	13 Mayl 2025
<u>POST 14/233</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with SANC as Professional Nurse and midwife. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Extensive knowledge of Acts, policies, protocols and procedures with regards to quality and legislative practices. Extensive knowledge of practices or regimes within the relevant disciplines. Excellent verbal and written communication skills as well as sound interpersonal skills. Ability to work effectively within a multi-disciplinary team. Application of knowledge, skills and behavior to complete tasks accurately as well as maintaining high standard of care in managing care. Computer literacy.
<u>DUTIES</u>	:	(Key result areas/outputs): Provision of Quality Nursing Care. 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. Cost Effective utilization of all human, financial and material resources. Promote and participate in research. Provision of effective control and utilization of equipment and stock.
<u>ENQUIRIES</u>	:	Mrs MAT Dubru-Shunmugam: email: Mary.Dubru@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the 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>	:	13 May 2025
<u>POST 14/234</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3</u> (Contract Post Until 31 December 2025)
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a Professional Council: Registration with the SAPC as a Pharmacist's Assistant (Post Basic) (Institutional). Experience: - Grade 1: None after registration with the SAPC as Pharmacist's 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: A Valid (Code B) driver's licence. Willingness to work weekends, and overtime. Must be computer literate. Competencies (knowledge/skills): Experience in JAC/computerized pharmaceutical system. Good computer literacy. Ability to work as part of a team or independently. Ability to work under pressure.
<u>DUTIES</u>	:	(key result areas/outputs): Assist with reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist. Assist with the provision of instructions regarding the correct use of medicine supplied and information to individuals to promote health. Assist with the distribution, control of and ordering of medicine and scheduled substances. Assist with the compounding or manufacturing of a non-sterile or sterile medicine or scheduled substance according to a formula and standard operating procedures approved. Assist with general housekeeping and administrative tasks. Working under both direct and indirect supervision of a pharmacist. Assist with the control of stock by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals.
<u>ENQUIRIES</u>	:	Ms C. Fourie Tel: 021 938 4917
<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 subject to a written/ practical assessment.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/235</u>	:	<u>ADMINISTRATION CLERK: WARDS</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate practical experience of Clinicom system. Appropriate practical experience of Logis System. Appropriate experience in ICD10. Competencies (knowledge/skills): Good interpersonal and communication skills. Presentation skills. Excellent verbal and written communication skills. Computer literacy in Microsoft package (Word, Excel and Outlook).
<u>DUTIES</u>	:	(Key result areas/outputs): Manage clerical and office processes smoothly and effectively. Responsible for patients related activities Ensure efficient communications in the clinical situation Optimum utilisation of resources & Asset management ICD10 coding Relief duties.
<u>ENQUIRIES</u>	:	Ms Y Nelukalo, tel. no. (021) 799-1123
<u>APPLICATIONS</u>	:	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. Short listed candidates may be subject to competency testing.
<u>CLOSING DATE</u>	:	13 May 2025

<u>POST 14/236</u>	:	<u>ADMINISTRATION CLERK: FEES DEPARTMENT (PATIENT ADMINISTRATION: INPATIENT AND OUTPATIENT)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<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 (KRA's) of the post. Experience: Appropriate experience in Fees-related environment dealing with Clinicom Patient Administration. Inherent requirement of the job: Must be willing to work shifts (night duty, weekends, and public holidays) and rotate between departments. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook). Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing and Finance instructions. Good communication skills (verbal and written). Strong sense of confidentiality.
<u>DUTIES</u>	:	(key result areas/outputs): Clinicom patient registration functions attendances, disposals as per PGWC Hospital Fees policies and procedures including booking of appointments & patients transport on Healthnet. Attending to patient queries (both verbal and written). Responsible for handling and receiving of public money, Cash Collection and Banking of State Money. Debiting of Charge Entries to invoices as per UPFS and PGWC billing procedures including ICD10 capturing. Provide administrative and secretarial support services to the department. Various Reception tasks or duties assigned to you by immediate supervisor as required.
<u>ENQUIRIES</u>	:	Mr R Swail, tel no. (021) 4043277
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/237</u>	:	<u>ADMINISTRATION CLERK: FINANCE</u> Chief Directorate Financial Management, Sub-Directorate: Financial Accounting (Section: Banking)
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<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 focusses on the Key Performance Areas KPAs of the post. Experience: Appropriate experience in Banking Administration Inherent requirements of the job: Willingness to work overtime if required Competencies (knowledge/skills): Knowledge of Banking Procedures (Main and sub bank accounts). Knowledge of all relevant financial acts/regulations/instructions. Knowledge of the Basic Accounting System (BAS) system Knowledge of Banking related Asset and Liability suspense accounts.
<u>DUTIES</u>	:	(key result areas/outputs): Compilation and processing of journals pertaining to all deposits made to the main bank Account. Compilation and processing of journals pertaining to sub bank accounts. Clearing of Banking related Asset and Liability suspense accounts. Dealing with Banking related queries.
<u>ENQUIRIES</u>	:	Ms L Plaatjies tel.no. (021) 483-5801
<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. It may be expected from short listed candidates to write a test
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/238</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> West Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Klawer Clinic: Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate relevant working experience in Information Management, Health Information Systems and end-user systems support Inherent requirements of the job: Valid (Code B/EB) driver's license.

		Willingness to travel within the Sub-district. Willingness to assist and relief at other PHC Clinics within the Matzikama Sub-district. Competencies (knowledge/skills): Good numerical, data analysis, presentation and training skills. Advanced computer skills in MS Word, Excel, PowerPoint and Outlook. Good working knowledge of and experience in Health Information systems (PHCIS, Sinjani, Ideal Health facility, Tier.net, EDR.web).
<u>DUTIES</u>	:	(key result areas/outputs): Data Management. Ensure good Data Quality. Effective Data submission. Effective Administration and Support in terms of Information Management.
<u>ENQUIRIES</u>	:	Ms CL Hermans, tel. no. (027) 2132039
<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. 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>	:	13 May 2025
<u>POST 14/239</u>	:	<u>ADMINISTRATION CLERK: MEDICAL RECORDS (REGISTRY & MESSENGER OFFICE SUPPORT)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate medical records experience in a health environment. Appropriate Clinicom experience. Inherent requirement of the job: Willingness to work overtime and provide relief in other departments as operationally required. 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 organizational skills. Official must have a good understanding of the daily running of a hospital medical records department. Good understanding of the department protocols, and records instructions.
<u>DUTIES</u>	:	(key result areas/outputs): Render an effective and efficient Medical Records service according. Maintain and Repair patient folders and prepare case notes for Archiving. Accurately and timeously file all patient folders and other clinical notes and drawing of folders and any ad-hoc admin duties. Maintain an effective filing system and attending to relevant queries (verbal, written and systematically). Maintain an effective filing system co-operation and support to Supervisor, Colleagues, and members of the Management team. Relieve in other departments as operationally required.
<u>ENQUIRIES</u>	:	Ms E Van der Westhuizen, tel.no. (021) 833 9445
<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 vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/240</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)</u> West Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Vredenburg Hospital, Saldanha Bay Sub-district
<u>REQUIREMENTS</u>	:	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 Asset Management experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Physical Ability to lift /move heavy objects and supplies. Competencies (knowledge/skills): Computer literacy (Word and excel). Sound theoretical and practical knowledge of policies regarding financial and Supply chain Management. Knowledge of Asset Management (LOGIS functions or Modules in LOGIS).

<u>DUTIES</u>	:	(key result areas/outputs): Maintain and update asset register. Procure assets and services on EPS. Ensure that all transactions comply with the legislative requirements. Manage Assets movement, inventory update, bar-coding and maintenance of equipment. Undertake interim and annual financial stock takes, reporting of losses, theft shortages and surpluses as well as monthly reporting. Ensure disposals of assets pertaining to SCM policies and procedures.
<u>ENQUIRIES</u>	:	Mr. BJ Jansen tel (022) 7095071
<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 may be subject to a competency test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/241</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN</u> Chief Directorate: Facilities and Infrastructure Management
<u>SALARY</u>	:	R228,321 per annum
<u>CENTRE</u>	:	Head Office Cape Town
<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 focusses on the Key Performance Areas KPAs of the post. Experience: Appropriate Project Portfolio Office experience. Inherent requirements of the job: Willingness to work overtime if required Competencies (knowledge/skills): Computer proficiency (MS Office 365 including Word, Outlook, Excel, and SharePoint). Knowledge and experience of the Basic Accounting System (BAS). Knowledge and experience of the Project Portfolio Office (PPO) system or similar Infrastructure Project Management system. Problem solving and lateral thinking skills, the ability to work in a team and independently. Ability to work under pressure, be honest, responsible, reliable and diligent. Good interpersonal communication skills
<u>DUTIES</u>	:	(key result areas/outputs): Administer the PPO system within the Western Cape Government Department of Health and Wellness. Render effective support and assistance to staff of the Infrastructure Finance Component. Compile and capture journals and payments. Detect and correct incorrect accounting entries. General office administration and ad-hoc duties. Administration of SharePoint site.
<u>ENQUIRIES</u>	:	Mr G Mohamed, email: Gakeem.Mohammed@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/242</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> West Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama 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 (KRA's) of the post. Experience: Appropriate experience in LOGIS and the Electronic Procurement System. Appropriate experience in Supply Chain Management. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel to and support all PHC Clinics in the Sub-district when needed. Willingness to support all SCM functions. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer's System and SCM Delegations of the Department. Applied knowledge of Western Cape Supplier Database. Computer literacy (Windows/Word/Excel and Outlook).
<u>DUTIES</u>	:	(key result areas/outputs): Demand Management and the procurement of major and minor assets. Acquisition Management. Asset Management/Control. Disposal of Assets. Reporting on Assets.
<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. Shortlisted candidates will be subjected to a practical test. 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>	:	13 May 2025
<u>POST 14/243</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Swartland Hospital, Swartland Sub-District
<u>REQUIREMENTS</u>	:	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 a Supply Management Environment. Inherent requirement of the job: Willingness to relieve other departments. Valid (Code B/EB) driver's licence. Ability to do physical hard work. Competencies (knowledge/skills): Good interpersonal relations with supervisor, colleagues, and the public. Ability to function in a group. Computer literacy (Word and excel). Knowledge of Accounting Officer System and SCM delegations. Knowledge of the LOGIS (Logistical Information System) and EPS. Candidates may be subject to a competency test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.
<u>DUTIES</u>	:	(key result areas/outputs): Effective and organised control transit service in the warehouse Effective Requisitioning of non-automated users Effective Issuing and Storage of Goods Effective Demand Management Effective Acquisition Management Ensure compliance to all relevant laws and prescripts related to Supply Chain Management. Effective support to Supervisor Accurate and effective Quality Assurance
<u>ENQUIRIES</u>	:	Mr. L Kortje tel. no. (022) 487 9341
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/244</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (TRANSPORT)</u> Garde Route District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mossel Bay Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to drive a government vehicle. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to handle conflict and manage difficult clients. Ability to follow through instructions independently and to take initiative. Appropriate knowledge of Circular 4/2000. Computer literate in MS Office, Word, Excel, PowerPoint and Outlook.
<u>DUTIES</u>	:	(Monitor and maintenance of GG Transport and ensure economic use of GG Vehicles. Handling of all GG accidents reports and losses. Perform inspections of GG Vehicles at institutions and complete logbooks of GG vehicles. Effective registry procedures including archiving, Update files and opening of post. Relief function in other departments.
<u>ENQUIRIES</u>	:	Mr B Meiring, tel. no. (044) 604 - 6114
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Short-listed candidates will be subjected to a computer literacy test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025

<u>POST 14/245</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital, Khayelitsha Eastern Sub Structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (Or equivalent). Experience: Appropriate experience in Recruitment and Selection. Competencies (knowledge/skills): Computer Literacy Knowledge and experience of Employment Practises (Recruitment and Selection). Good interpersonal and organisational skills, ability to function under pressure and meet deadlines.
<u>DUTIES</u>	:	(key result areas/outputs): Provide advice regarding the application of Recruitment and selection policies and prescripts. Quality check requests for advertising documentation submitted for advertising. Assist with SPMS process within the Hospital. Act as scribe/personnel representative with filing of posts. Handle correspondence and enquiries. Assist with the administration of application to perform Other Remuneration Work outside of the Public Service (ORW).
<u>ENQUIRIES</u>	:	Ms Ilhaam Willis Tel: 021 360 4241
<u>APPLICATIONS</u>	:	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. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of the advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/246</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (NURSING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with experience/competencies that focuses on the key performance areas (KRA's) of the post. Experience: Appropriate secretariat, office management and e-filling experience. Experience in office administration. Inherent requirements of the job: Ability to work under pressure and independently. Willingness to work overtime as required. Willingness to do office relief duties. Competencies (knowledge/skills): Excellent computer skills (MS Word; Excel, Power point, e mail) Excellent communication and interpersonal skills. Ability to exercise and maintain confidentiality. Punctuality and time management.
<u>DUTIES</u>	:	(key result areas/outputs): Data capturing – Excel; electronic report; prepare presentations ; information management. Administrative functions and support – faxing, copying, filing, minute taking; telephone etiquette. Effective communication – internal and external stakeholders; Professionalism. Resource management – ordering and stock control; management of office assets. Coordinate and plan meetings as delegated including minute taking. Assist with management of the training venues, events planning.
<u>ENQUIRIES</u>	:	Mr R Geswindt, tel.no. (021) 377-4410
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Candidates may be subjected to a competency test. No payments 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.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/247</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN (TECHNICAL SERVICES)</u> Central Karoo District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Central Karoo District Office Support Services (stationed in Beaufort West Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Minimum educational qualifications: 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 knowledge and experience in office administration, financial and procurement administration. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good verbal, written and interpersonal communication skills. Appropriate clerical experience in office administration, financial and procurement administration. Computer literacy in Microsoft (Word, Excel and Outlook), with experience.
<u>DUTIES</u>	:	(Key result areas/outputs): Administrative support to all technical support staff members of the workshop located at the Central Karoo District Office. Job Requisitions. Create and maintain a database, both electronic and hard copies, of all documents related to Technical Support Service. Finance and Supply Chain Support Support to Supervisor.
<u>ENQUIRIES</u>	:	Ms A Jooste, Tel. No. (023) 414 - 3590
<u>APPLICATIONS</u>	:	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. Short listed candidates may be subject to competency testing.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/248</u>	:	<u>PERSONNEL OFFICER (EMPLOYEE BENEFITS) (2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R228 321 per annum
<u>CENTRE</u>	:	Khayelitsha Eastern Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management and PERSAL. Inherent requirements of the job: Willingness to travel within the Khayelitsha Eastern Sub-structure. Competencies (knowledge/skills): Good communication skills. Computer literacy (MS Office: Word, Excel and PowerPoint). Basic understanding of Human Resource Policies and Practices. Basic analytical skills and interpersonal skills. Organising and planning skills. Professionalism and maintaining confidentiality. Knowledge of OSD prescripts.
<u>DUTIES</u>	:	(key result areas/outputs): Perform all administration duties pertaining to the personnel administration section, e.g., appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly payslips, debt management, verify documents and qualifications. Audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal). Maintain registers, i.e., PILIR, RWOEE, appointments, pension, and service terminations. Perform and implement transactions on Persal. Provide an effective support service to supervisor.
<u>ENQUIRIES</u>	:	Mr G Cloete, tel. no. (021) 360-4779, email: Gashnur.Cloete@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/249</u>	:	<u>STAFF NURSE (2 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</u>	:	Swellendam Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with South African Nursing Council as Enrolled 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. Registration with a Professional Council: Registration with SANC as a Staff Nurse. Inherent requirements of the job:

	Competencies (knowledge/skills): Good communication skills (Verbal and written).
<u>DUTIES</u>	: (Key result areas/outputs): Perform relevant nursing duties pertaining to basic nursing care to health care users under the direct or indirect supervision of the Professional nurse within the scope of practice. Provide clinical nursing care and assist in clinical procedures. Ensure effective Triaging and screening of clients. Ensure that all documentation and report adhered to legislation. Support to supervisor by team participation. Handle all enquiries and correspondence (written and verbal) in line with policies, regulations and circulars.
<u>ENQUIRIES</u>	: Ms F Vermeulen, tel no. (028) 514-8400
<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 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>	: 13 May 2025
<u>POST 14/250</u>	: <u>ARTISAN ASSISTANT</u> Garden Route District
<u>SALARY</u>	: R193 359 per annum
<u>CENTRE</u>	: Oudtshoorn Hospital, Oudtshoorn and Kannaland Sub-districts
<u>REQUIREMENTS</u>	: Minimum educational qualification: NQF 3 (Grade 10 or equivalent). Experience: Sound knowledge of hospital plant machinery and medical equipment. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to drive. Ability to do strenuous physical labour. Willingness to do standby and work overtime and after hours, including weekends and public holidays. Competencies (knowledge/skills): Ability to communicate effectively both verbal and written. Ability to handle conflict and problem-solving situations. 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. Ability to operate industrial machinery and welding tasks. Appropriate knowledge of electrical power tools and hand tools.
<u>DUTIES</u>	: (key result areas/outputs): Assist with repairs and installation of objects, including emergency breakdowns. Supervise and in- service training of co-workers. Maintain and repair equipment, repair of plant equipment, furniture and fixtures. Assist in preventive maintenance procedures, including autoclaves, Standby Generators, water and electrical reticulation networks, Basic welding repairs and installations, basic electrical knowledge, basic plumbing knowledge, basic carpentry knowledge. Obtain quotations, order and control of materials as needed to complete requisitions.
<u>ENQUIRIES</u>	: Mr A Roets, tel. no. (044) 203 - 7267
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/251</u>	: <u>TRADESMAN AID (TECHNICAL SERVICES)</u>
<u>SALARY</u>	: R163 680 per annum
<u>CENTRE</u>	: Valkenberg Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Grade 10 or equivalent. Experience: Appropriate experience in tasks performed in a maintenance workshop within a hospital setting. Appropriate experience of workshop tools. Inherent requirement of the job: A valid (Code B) driver's licence and willingness to travel. Ability to operate and use required tools and equipment skilfully and

		safely. Ability to perform heavy physical labour. Competencies (knowledge/skills): Ability to handle tools, parts and materials. Ability to work in a team and independently. Knowledge of Occupational Health and Safety.
<u>DUTIES</u>	:	(key result areas/outputs): Carry out minor maintenance and repairs tasks. Assist with repairs and emergency breakdowns (including after hour's repairs). Assist with the installation of plant equipment and alterations. Assist with the control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the Artisans in the execution of their respective duties.
<u>ENQUIRIES</u>	:	Mr Willem Roos, tel. no. (021) 440 3192
<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 vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/252</u>	:	<u>MESSENGER</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in a registry environment. Competencies (knowledge/skills): Good communication skills.
<u>DUTIES</u>	:	(key result areas/outputs): Deliver folders and other documents to wards and clinics. Collect of folders from different wards and clinics. Follow up queries of folders. Keep register of all folders delivered. Sorting of all incoming folders at Medical Records. Assist with ad hock task at Medical records.
<u>ENQUIRIES</u>	:	Ms M. Xontana, tel. no. (021) 938-4512
<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 assessment.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/253</u>	:	<u>PORTER</u>
		Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience and knowledge of working in a hospital environment. Competencies (knowledge/skills): Good interpersonal and communication skills.
<u>DUTIES</u>	:	(key result areas/outputs): Ensure and effective porter service to clients and management by safe transporting of patients on trolleys and wheelchairs, within various areas in the hospital, assist with the removal of bodies from wards Collecting and delivering of blood specimens, blood hampers and patient folders. Maintenance of equipment by ensuring all equipment are taken care of, ensure a safe and hygienic work environment as well as collecting and cleaning of equipment. Maintain sound interpersonal Relations by promoting a conducive working environment. Adhere to dress code and code of conduct.
<u>ENQUIRIES</u>	:	Mr Africa. Tel. no. (021) 799-1206
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/254</u>	:	<u>CLEANER</u>
		West Coast District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Lapa Munnik Hospital, Bergriver Sub-district:
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning. Inherent requirement of the

		job: Ability to lift/move heavy objects. Willingness to work shifts, public holidays, weekends, overtime, and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Good communication and interpersonal skills.
<u>DUTIES</u>	:	(key result areas/outputs): Renders effective, efficient, and safe hygiene and domestic services in Nursing Component. Renders support services to Household supervisor. Contributes to effective management of domestic responsibilities. Contributes to effective utilisation and functioning of apparatus and equipment. Adheres to loyal service ethics.
<u>ENQUIRIES</u>	:	Ms. TJ Fredericks, tel. no. (022) 814 0462/ 022 913 1180
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/255</u>	:	<u>FOOD SERVICE AID</u> West Coast District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Radie Kotze Hospital, Bergriver Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in food services in a hospital environment. Inherent requirement of the job: Ability to lift/move heavy objects. Willingness to work shifts, public holidays, weekends, overtime, and night duty. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals. Good communication and interpersonal skills.
<u>DUTIES</u>	:	(key result areas/outputs): Render food services. Apply hygiene, occupational health and safety directives. Maintain apparatus and equipment. Support the Human Resources function.
<u>ENQUIRIES</u>	:	Ms. M. De Waal, tel. no. (022) 913 1175
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/256</u>	:	<u>CLEANER</u> Garden Route District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Touwsranten CC, George Sub District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a health environment. Inherent requirements of the job: Physical able to lift and/or move heavy objects and supplies. Competencies (knowledge/skills): Good interpersonal and communication skills (written and verbal). Knowledge of the correct methods of handling and disposal of refuse/waste products and to adhere to policies and cleaning procedures. Knowledge of legislation and policies of the Department of Health and Wellness relevant to cleaning practice. Ability to operate machinery and equipment used in domestic and clinic cleaning services.
<u>DUTIES</u>	:	(key result areas/outputs): General cleaning and maintenance (sweeping, scrubbing, refuse removal, dusting, mopping, polishing, cleaning clinic grounds, cleaning of windows and walls). Effective and efficient utilization and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintain a high standard of neatness and hygiene in the facility. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhere to general hygienic and safe environment in terms of standards and procedures.
<u>ENQUIRIES</u>	:	Ms M Marthinus, tel. no. (044) 814-1100
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. 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.
<u>CLOSING DATE</u>	:	13 May 2025

<u>POST 14/257</u>	:	<u>CLEANER</u> Overberg District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Caledon Hospital, Theewaterskloof Sub-District
<u>REQUIREMENTS</u>	:	Minimum Requirement: Basic numeracy and literacy skills. Experience: Appropriate experience as a driver. Inherent requirements of the job: Valid (Code C1) driver's license and PDP. Willingness to travel. Physically fit and able to lift and load heavy items. Willingness to be on standby and work overtime. Sober habits. Competencies (knowledge/skills): Ability to handle a high work volume and meet strict timelines. Responsible driving skills. Good interpersonal, communication and good organizing skills.
<u>DUTIES</u>	:	(key result areas/outputs): Transporting of staff rendering the service on the dental mobile unit and dental equipment. Maintenance of the dental mobile unit vehicle and equipment. Perform administrative duties. Render support function to supervisor and oral health team.
<u>ENQUIRIES</u>	:	Dr RJ Liebenberg, tel. no. (028) 212-1070
<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>	:	13 May 2025
<u>POST 14/258</u>	:	<u>2025 DRIVER (LIGHT DUTY VEHICLE)</u> Overberg District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Caledon Hospital, Theewaterskloof Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience as a driver. Inherent requirements of the job: Valid (Code C1) driver's license and PDP. Willingness to travel. Physically fit and able to lift and load heavy items. Willingness to be on standby and work overtime. Sober habits. Competencies (knowledge/skills): Ability to handle a high work volume and meet strict timelines. Responsible driving skills. Good interpersonal, communication and good organizing skills.
<u>DUTIES</u>	:	(key result areas/outputs): Transporting of staff rendering the service on the dental mobile unit and dental equipment. Maintenance of the dental mobile unit vehicle and equipment. Perform administrative duties. Render support function to supervisor and oral health team.
<u>ENQUIRIES</u>	:	Dr RJ Liebenberg, tel. no. (028) 212-1070
<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>	:	13 May 2025
<u>POST 14/259</u>	:	<u>CLEANER</u> Overberg District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Hermanus CDC, Overstrand Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a hospital/ clinic/hospitality environment. Inherent requirements of the job: Physically able to lift and move heavy objects. Ability to operate machinery and equipment. Relief duties in other departments. Competencies (knowledge/skills): Knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Excellent communication Skills (verbal and written). Good interpersonal skills.
<u>DUTIES</u>	:	(key result areas/outputs): Maintain a high standard of neat and hygienic environment in facility as stated in a weekly/daily/quarterly and six-monthly schedule according to IPC Policy. Maintaining of cleaning and maintenance of equipment. Ensure the correct waste containers are used according to the correct waste. Effective and correct handling of suppliers, equipment and cost-effective use of resources/consumables. Give support during outreaches and campaigns.
<u>ENQUIRIES</u>	:	Mr DJ Smith, tel. no. (028) 313-5700

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/260</u>	:	<u>GENERAL WORKER STORES (6/8TH)</u>
<u>SALARY</u>	:	R103 866 (6/8th) per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic Literacy and numeracy skills. Experience: Appropriate experience in a warehouse environment. Inherent requirement of the job: Must be physically fit and healthy to lift heavy items daily (some weight 50kg per item). Competencies (knowledge/skills): Good communications, interpersonal skills and able to work under pressure. Ability to work independently and in a team.
<u>DUTIES</u>	:	(key result areas/outputs): Issue/deliver stock to wards and other departments. Ensure issue vouchers are returned to the warehouse to capture and file. Assist clerk with the receipt, pack, unpack and storage according to the standards. Rotate store stock (first in, first out). Assist SCM staff with stock take, general office duties. Keep warehouse clean, neat, and tidy to comply with safety regulations.
<u>ENQUIRIES</u>	:	Ms B Mostert, tel.no. (021) 826 5919
<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 vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/261</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (SESSIONAL) (ANAESTHESIOLOGY) (20 HOURS P/WEEK)</u> (Contract Until 31 March 2026) Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R482 per hour Grade 2: R5550 per hour Grade 3: R636 per hour
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to work in a team and with all levels of staff. Interest in developing an academic career. Appropriate experience in Anaesthesia as aligned with obtaining a DA or be registered to write a DA.
<u>DUTIES</u>	:	(Key result areas/outputs): To deliver comprehensive anaesthesia and critical care services to patients in theatre and in the intensive care unit at Victoria

		Hospital. This would include the following roles: Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients. Delivering critical care to surgical ICU patients. Teaching and training. Management duties such as statistics, presentations and research. Hours: Sessionist Medical officer post comprising of 20 hours a week. This will include day shifts and afterhour shifts.
<u>ENQUIRIES</u>	:	Dr Z Fullerton, tel. no. (021) 799-1170
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
	:	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 the post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/262</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (OTORHINOLARYNGOLOGY) (12 SESSIONS)</u> (Contract Until 31 March 2026)
<u>SALARY</u>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Otorhinolaryngology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist Otorhinolaryngology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Otorhinolaryngology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Otorhinolaryngology. Competencies (knowledge/skills): Ability to render high quality surgery for Tertiary and Secondary Otorhinolaryngology Head and Neck patients. Ability to render high quality surgery for pertinent elective otorhinolaryngology surgery. Ability to initiate own research projects and supervise research projects. Ability to render high quality teaching and training in ENT to registrars, medical officers, interns, medical students and other health care workers. Involvement in academic activities of Otorhinolaryngology Department. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. High level of competencies in the field of secondary, tertiary, elective, and emergency ENT surgery. This would include Head and Neck surgery.
<u>DUTIES</u>	:	(key result areas/outputs): Definitive care of ENT patients and quality assurance of clinical services in ENT. Deal with expected share of patient workload per day, providing the best possible level of care and resulting in satisfied patients. Support more junior staff in their patient management. Leading and participating in assessment and definitive care of ENT cases. Teaching and training. Informal teaching in the clinical areas and OR. Formal lectures, seminars and tutorials. Participates in the academic program, congresses, and workshops. Research and data capture. Supervision of data collection. Data management and reporting of data audits. Creating opportunities for research and data utilization for MMed studies. Writing articles for publication. Clinical governance and administrative management. Supervision and performance of administrative tasks, related to submission of reports, statistics, data collection, staff administration and medico-legal documentation. Clinical governance of ENT surgery. -Training Workshops, Courses and Congresses of highest possible standard to provide Continuing Medical Education for GP's, ENT trainees and qualified Specialists.
<u>ENQUIRIES</u>	:	Dr J Grobbelaar, tel. no. (021) 938- 9318
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the

relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time registration as Medical Specialist in Otorhinolaryngology with the relevant council (including individuals who must apply for change in registration status)".

<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/263</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3: CARDIOLOGY (SESSIONAL)</u> <u>(6 HOURS PER WEEK)</u>
<u>SALARY</u>	:	Grade 1: R262 per hour Grade 2: R306 per hour Grade 3: R358 per hour
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiology. Registration with a Professional Council: Registration with HPCSA as a Clinical Technologist: Cardiology. Experience: Grade 1: None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Ability to work independently, without supervision and work within a group with all levels of staff. Above average academic record, work record and managerial abilities. Appropriate experience in clinical technology within the field of cardiology including in-service training at a registered training facility. Experience in Echocardiography, Cardiac Catheterization and Cardiac Pacing. Good communication skills (verbal and written).
<u>DUTIES</u>	:	(key result areas/outputs): Required to work in the various specialized areas in the unit on a rotational basis (Cardiac catheterization laboratory, pacemaker clinic, echocardiography laboratory, Holter analysis). To perform high quality and efficient cardiology service by providing specialized clinical technology support in all areas of non-invasive and invasive cardiology.
<u>ENQUIRIES</u>	:	Mr M Govender, tel no. (021) 404 4094/5.
<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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	13 May 2025