

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

CLOSING DATE : 05 May 2025
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 13/160 : **DISTRICT MANAGER: LANDCARE (MOORREESBURG) REF NO: AGR 34/2025**

SALARY : R896 436 per annum (Level 11), all-inclusive salary package
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Civil Engineering; A minimum of 3 years management experience; A minimum of 6 years' experience in natural resources; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: B-Tech Degree (NQF 7) or an undergraduate qualification (NQF Level 7) as recognised by SAQA in Civil Engineering or appropriate B.Sc. Degree or appropriate B.Sc. Degree in Agriculture. Competencies: Knowledge of the following: Land Conservation Act and financial schemes; Protection of irrigated lands; Rehabilitation of agricultural lands; Engineering services; Risk and disaster management practices and disaster relief schemes; Public Finance Management Act. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Project management; Account and Finance and Audit; Information Technology; Economic financial analysis; Policy interpretation; Strategic Planning Report writing, prepared to travel; Ability to work independently and as part of a team.

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

ENQUIRIES : Ms A Petersen Tel No: (021) 808 5010
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/161 : **TECHNICAL MANAGER: TECHNICAL SUPPORT SERVICES (ELSENBURG) REF NO: AGR 37/2025**

SALARY : R582 444 - R686 091 per annum (Level 10)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Animal Health; A minimum of 3 years' experience in management of technical staff; Registration as an Animal Health Technician with the South African Veterinarian Council; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Animal Disease Control; Effective and rapid implementation of operational plans; Sound organisational and planning skills; Good

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

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

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

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

CLOSING DATE : 05 May 2025

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OTHER POSTS

POST 13/164 : **ASSISTANT DIRECTOR: LIBRARY SERVICES, METROPOLE REF NO: CAS 27/2024 R1**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in Library Collection development. Competencies: Knowledge of Collection development; Planning and organising; Interpersonal relationships; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Supervision; Communication skills (written and verbal); Ability to work independently and as part of a team.

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

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

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

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

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

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

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

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

SALARY CENTRE REQUIREMENTS : R325 101 - R382 959 per annum (Level 07)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (or higher qualification) Social history, Archaeology or related discipline; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in Microsoft Office packages. Competencies: Knowledge of the following: Training in archaeology, and related disciplines; Human resource Management; Management of Finance in line with the PFMA. Skills needed: Computer literacy; Written and verbal communication; Analytical thinking; Project Management; Development of systems and databases; Planning and organising; Conflict resolution.

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

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

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

SALARY CENTRE REQUIREMENTS : R228 321 - R268 950 per annum (Level 05)
: Department of Cultural Affairs and Sport, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in Microsoft Office packages; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Relevant job knowledge; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Good written and verbal communication; Planning and organising; Interpersonal skills.

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

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

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 05 May 2025

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OTHER POSTS

POST 13/168 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): AIR QUALITY REGULATORY SERVICES REF NO: EADP 03/2025**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DEPARTMENT OF HEALTH AND WELLNESS

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

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
ERRATUM: Kindly note that the Post: Professional Nurse Grade 1 to 3 (General: General Female), Paarl Hospital, Chief Directorate: Rural Health Services, with Ref No: Post 11/194: advertised in the Public Service Vacancy 11 dated 28 March 2025. The closing date of the post has been extended to 25 April 2025.

OTHER POSTS

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

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

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

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

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

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

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

- CLOSING DATE** : 30 April 2025
- POST 13/172** : **MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
A portion of the package can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Mowbray Maternity Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: Valid South African (Code B/EB) driver's licence. Participate in the after hours call system. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care. Ability to work in a team and with all levels of staff. Ability to perform a Caesarean section safely and without supervision with the experience of a minimum of 50 Caesarean Sections done independently. Computer literacy.
- DUTIES** : Clinical triage and management of all non-acute and emergency O&G presentation to the Labour Suite at Mowbray Maternity Hospital. Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and midwives. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Ensure a cost -efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.
- ENQUIRIES APPLICATIONS** : Dr TA Horak Tel No: (021) 659 5579
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates will be required to submit a logbook outlining their surgical experience in Obstetrics and Gynaecology. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

- CLOSING DATE** : 30 April 2025
- POST 13/173** : **MEDICAL OFFICER GRADE 1 TO 3 (ANAESTHETICS)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing, and implementation. Proven knowledge of public health policies, clinical guidelines, and related prescripts to manage resources effectively. Competent and willing to work across disciplines if required.
- DUTIES** : Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.
- ENQUIRIES** : Dr C van der Westhuizen Tel No: (023) 348 1141
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test and/or competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert."
- CLOSING DATE** : 30 April 2025

<u>POST 13/174</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services (12 Month Contract)
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 412 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Vanguard CHC (X1 Post) Lady Michaelis CDC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid driver's license (Code B/EB). Willingness to work within the geographic area at various facilities. Willingness to perform Commuted Overtime duties in the PHC services. Competencies (knowledge/skills): Knowledge and management of general medical and surgical conditions as well as emergency conditions at a PHC level. Experience working at a Primary Care level after community service. Knowledge applicable to South African TB and HIV care guidelines, mental health care, women and child health care and chronic diseases. Comprehensive, evidence based, direct patient-centred clinical service provision at a primary care level. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to perform outreach services within the Southern Western substructure and to provide support and guidance to junior colleagues and nurses.
<u>DUTIES</u>	:	Provide quality clinical care to outpatients and emergency clients presenting at primary care facilities in Southern Western Substructure. Participate in skills transfer and training activities. Active involvement in clinical governance activities in the substructure.
<u>ENQUIRIES</u>	:	Dr Katy Murie Tel No: (021) 797 8451
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 April 2025

<u>POST 13/175</u>	:	<u>CLINICAL PSYCHOLOGY (INTERN) (X14 POSTS)</u> Chief Directorate: Metro Health Services (01 January 2026 until 31 December 2026)
<u>SALARY</u>	:	R712 599 per annum, A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Various Institutions Minimum educational qualification: Honours degree in Psychology. Successful completion of the theoretical part of the master's degree in clinical psychology. Registration with a Professional Council: Registration with the Health Professionals Council of South Africa (HPCSA) as a Clinical Psychology Intern (1 January 2026). Competencies (knowledge/skills): Achievement of training standards set by the HPCSA and SA Professional Board of Psychology. Current enrolment in a Clinical Psychology MA program is recommended. Ability to work accurately under pressure and maintain a high standard of professionalism. Good interpersonal and communication skills. Computer literacy.
<u>DUTIES</u>	:	In and outpatient clinical assessment, psychological treatment and formulating of psychiatric conditions in adults and children. Outreach and support to district and community health clinics. Ward work will comprise of a range of psychiatric diagnoses, as well as medical wards, intellectual disability and forensic services. Conducting psychometric assessments including comprehensive neuro-psychological, personality and developmental evaluations. General and clinical administrative tasks. Participation in the academic training program of the departments of Clinical Psychology.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs Bianca Beukes Tel No: (021) 815 8749 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. All applicants are to submit a comprehensive Curriculum Vitae; 3 referee reports and Interim Supervisors reports; Identity Document, Matric certificate, Academic transcripts and HPCSA registration certificate as Psychology Student. The interns will be exposed to different service areas, including community and district services. All applicants should indicate their preference of these 3 available training sites: Training site A (Groote Schuur, Red Cross Children's Memorial, Valkenberg and Alexander Hospital) Training site B (Tygerberg and Stikland Hospital) Training site C (Lentegeur Hospital) Applicants may be placed at other institutions, depending on the availability of posts. The applicant should indicate their preference on the online application portal. All short-listed candidates will be expected to submit a reflective task prior to the interview. It will be expected of successful candidates to provide your year-end final supervisor's report if you are selected to the Intern program. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	30 April 2025
<u>POST 13/176</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Overberg District
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE REQUIREMENTS</u>	:	Grabouw CHC, Theewaterskloof Sub-district Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and midwife. Post-basic qualification with the duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Current registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5

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

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

ENQUIRIES : Ms H Human Tel No: (028) 814-3712
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 30 April 2025

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

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

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

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

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

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

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

ENQUIRIES : Mrs F Baartman Tel No: (021) 938-4055
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post.
CLOSING DATE : 30 April 2025

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

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

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

ENQUIRIES : Mr Ayanda Mili Tel No: (021) 834 9050, email: Ayanda.Mili@westerncape.gov.za

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

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 April 2025

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

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

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

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

ENQUIRIES : Mr R Cajada Tel No: (021) 402 6594
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 30 April 2025

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

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

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

ENQUIRIES : Mr. AE van Driel, tel. no. (021) 483 3297
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates would be expected to complete a competency test as part of the evaluation process.

CLOSING DATE : 30 April 2025

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

ENQUIRIES : Mr TJ Langenhoven Tel No: (021) 404 2358
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 30 April 2025

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

SALARY : R397 116 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate four-year National Diploma or three-year Degree in health-related field or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate experience in case management in public or private healthcare sector. Appropriate experience in clinical procedural costing in South Africa. Appropriate experience with using Uniform Patient Fee Schedule (UPFS) or equivalent. Inherent requirement of the job: A valid Code B/EB driver's license. Willingness to travel between Health institutions. Competencies (knowledge/skills): Advanced knowledge computer literacy skills in MS Excel and Word. Skills in research and analytical thinking. The ability to analyse information, solve problems and to prepare complex reports. Understanding of Hospital Fees Structure, PFMA, Hospital Fees Policies and Procedures. Excellent interpersonal relations and conflict resolution. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to analyse information and work with figures to produce a cost outcome.

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

ENQUIRIES : Ms S Daniels Tel No: (021) 940-4456
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 April 2025

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

SALARY : R397 116 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: National Diploma in Food Service Management or a BSc in Dietetics or an equivalent qualification. Experience: Appropriate experience in a large-scale Hospital Food Service environment. Appropriate management/supervisory experience. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Knowledge of hygiene and safety procedures in an Industrial Food Services Unit. Computer literacy (MS Word and Excel). Knowledge and skills with regard to the operation of an Industrial Food Services Unit. Supervisory skills.

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

		menus. Manage, monitor and control the Food Services budget and stock levels.
<u>ENQUIRIES</u>	:	Ms P Kana Tel No: (021) 8265 789
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 April 2025
<u>POST 13/187</u>	:	<u>CASE MANAGER</u> West Coast District
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year health related National Diploma/Degree registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in liaison with Hospital / Health Facility, medical aid (funders), clinicians, and managed care organisations with regards to MHC policies, protocols, optimal fund utilisation and updated clinical information. Appropriate experience in Case Management/Medical Aid Environment. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel for meetings. Competencies (knowledge/skills): Knowledge of the anatomy of the human body, medical diagnoses, procedures, tests and products with excellent time management and training skills. Ability to link patient diagnoses with procedure codes and the ability to analyse and implement policies and knowledge of UPFS, Hospital Administration, Fees, Policies and procedures, ICD 10 codes/diagnostic codes, Medical Aid Act 131 of 1998 (e.g. section on Prescribed Minimum Benefits). Computer literacy (MS Word/Excel).
<u>DUTIES</u>	:	Efficiently and effectively communicate and update clinical information for externally funded clients. Efficient and effective interpretation and implementation of Case Management policies, protocols and procedures within the hospital. Co-ordinate the workflow processes between clinical and admin personnel. Supervision of Patient Administration (AO: Finance - Admissions/Hospital Fees and component staff). Liaison with relevant role players in matters relating to Patient Administration/Hospital Fees & Case management.
<u>ENQUIRIES</u>	:	Ms CA Davids Tel No: (027) 213-2038
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Matzikama Sub-district for a period of three months.
<u>CLOSING DATE</u>	:	30 April 2025
<u>POST 13/188</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Garden Route District
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Oudtshoorn Hospital, Oudtshoorn and Kannaland Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Proven experience in Supply Chain Management. Appropriate working experience in LOGIS system & EPS. Appropriate experience in Inventory management, procurement processes, systems and LOGIS in a hospital environment. Inherent requirements of the job: A Valid (Code B/EB) drivers' licence. Willingness to work after hours when required. Competencies (knowledge/skills): Organisational, leadership skills and an aptitude for working with financial figures. Computer literacy (MS Word, Excel and Microsoft Office) with knowledge of LOGIS. Sound Knowledge of applicable policies (PFMA, AO System, Departmental SCM Delegations and applicable Treasury regulations).

Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.

DUTIES : Oversee compliance within the Supply Chain Management (SCM) department and ensure the effective and efficient application of procurement policies, processes including management of acquisition, contracts, assets, demand and the institutionalisation of proper SCM practices. Inventory control and warehouse management. Perform LOGIS system controller functions. Responsible for timely and accurate reporting of Annual Financial Statements (including Interim) including submission of inventory, assets, gifts and donations, commitments and accrual information to District office and/or Head Office. Manage staff in component in all aspects of People Management (leave, performance, conflict management, training and development etc.).

ENQUIRIES : Mr R Mars Tel No: (044) 203 - 7247

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

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

CLOSING DATE : 30 April 2025

POST 13/189 : **ADMINISTRATIVE OFFICER: FINANCE (ACCOUNTING & BUDGETS)**
Chief Directorate: Metro Health Services

SALARY : R325 101 per annum

CENTRE : Office of the Chief Director: Metro Health Services, Bellville Health Park

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Finance that focusses on the key performance areas (KPA's) of the post. Inherent requirement of the job: A Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): The ability to interpret and apply financial policies, procedures and prescripts. Appropriate knowledge of financial management in the public service, including the legislative framework. Computer skills: Microsoft Office. Proven experience of BAS & PERSAL. Good communication and interpersonal skills.

DUTIES : Timeous clearance of Asset & Liabilities accounts. Transfer payments to NOP's and City of Cape Town. Ensure effective and efficient compliance with sundry payment/regulations and BAS journals. Reporting. Capture S&T claims and advances on PERSAL. Petty Cash Administration. Debt Management.

ENQUIRIES : Ms H Grobler Tel No: (021) 815-8673

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

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

CLOSING DATE : 30 April 2025

POST 13/190 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
Cape Winelands Health District

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
(Plus non pensionable rural allowance of 8% of your annual basic salary).

CENTRE : Ceres Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work overtime when necessary. Willingness to work in other wards inside hospital. Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills):

- Computer literacy (MS Word, Excel). Ability to work independently and in a multi-disciplinary team.
- DUTIES** : Provision of quality nursing patient centred care in a hospital setting. Render administrative duties according to quality assurance strategies. Provision of optimal, holistic clinical and elementary nursing care with set standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support services. Improving quality of health services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Mr WB Smeda Tel No: (023) 316-9600
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Ceres Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 30 April 2025
- POST 13/191** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (TRAINING RELIEF)**
West Coast District
(Contract until 31 December 2025)
- SALARY** : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
- CENTRE** : Citrusdal Hospital, Cederberg Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Experience: **Grade 1:** None after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 10 years' appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 3:** A minimum of 20 years' appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Willingness to rotate between wards within the hospital. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills. Knowledge of relevant legislation, policies including Health care 2030, Sustainable Development Goals, 1st 1000 days. Excellent planning and organisational skills in Community Health Care, programs and services. Computer literate in Microsoft office programs. Good verbal and written communication skills.
- DUTIES** : Provision of optimal, holistic nursing care with set standards and within a professional / legal framework. Effective utilization of resources: Human Resources, Material Resources and Services. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Mr ML Mphato Tel No: (022) 921 2153
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other similar vacant posts within the Cederberg Sub-district, for a period of three months from date of advert.

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

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

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

ENQUIRIES : Mr S Honeyborne Tel No: (044) 814 - 1143

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

NOTE : No payment of any kind is required when applying for this post. All short-listed candidates may undergo a technical competency (assessments/proficiency) test. Pharmacist Assistants who do not comply with registration in either of the advertised categories may apply for an advertised post on condition that registration in the required category is obtained within 12 months. The appointment will be subject to a 12-month probationary period. Should the employee not meet the conditions of their appointment within the agreed timeframes, the probationary period may be extended, or the employee may be dismissed. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.

CLOSING DATE : 30 April 2025

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

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

CENTRE : Stellenbosch Hospital

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

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

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

ENQUIRIES : Ms Engelbrecht Tel No: (021) 808-6108
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 30 April 2025

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

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

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

ENQUIRIES : Mr Sibulele Dlakana Email: Sibulele.Dlakana@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 April 2025

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

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

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

ENQUIRIES : Ms Z Ganief Tel No: (021) 404 2120
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 April 2025

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

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

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

ENQUIRIES : Mr R Cajada Tel No: (021) 402 6594
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from date of advert.
CLOSING DATE : 30 April 2025

- POST 13/198** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY** : R228 321 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate information management experience in a health environment. Appropriate Clinicom experience. Competencies (knowledge/skills): Computer skills in MS Office. Good interpersonal and communication skills, ability to work independently, and as part of a team, ability to maintain confidentiality and problem-solving and conflict management with good organisational skills. Official must have a good understanding of the daily running and protocols of the information management department in a health environment.
- DUTIES** : System administration and control of Information Systems. Do data quality checks, folder audits and provide information management statistics. Render IT support to the hospital. Assist in giving technical advice for purchasing of IT equipment from Government tenders and control and administration of Ditcom applications. Communicating and liaising with various stakeholders regarding information management and IT issues or support. Provide office administration to supervisor and the information management department.
- ENQUIRIES** : Ms E Van der Westhuizen Tel No: (021) 833 9445
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 30 April 2025
- POST 13/199** : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Central Karoo District
- SALARY** : R228 321 per annum
CENTRE : Laingsburg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate practical experience in a Financial / Administration related environment. Inherent requirement of the job: Willingness to work after hours when required. Competencies (knowledge/skills): Appropriate knowledge of BAS, LOGIS, Clinicom and Accounts Receivable. Good organising, numerical and analytical skills. Computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook).
- DUTIES** : Patient fees billing administration Patient fees account administration Logis payment administration and supply chain management requests Finance Administration Ad hoc duties, such as relieving at switchboard and admissions.
- ENQUIRIES** : Ms C Bothma Tel No: (023) 814 - 2015/24
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical assessment.
- CLOSING DATE** : 30 April 2025
- POST 13/200** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)**
Overberg District
- SALARY** : R228 321 per annum
CENTRE : Hermanus Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in Supply Chain Management environment. Appropriate experience in LOGIS and the EPS. Inherent requirements of the job: Valid B, EB/C1 driver's license. Ability to work in a physically demanding environment. Competencies knowledge/skills): Knowledge of the LOGIS System, Asset Management

- functions and functional experience in obtaining quotations on an electronic purchasing system (EPS). Computer literacy (MS Excel and Word). Good communication skills (written and verbal).
- DUTIES** : Perform tasks related to procurement administration, such as inviting of quotes on EPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Asset Management to be performed in the Overstrand Sub-district which includes proper management of assets pertaining to annual asset count, updating asset register, disposals, capturing of relevant documentation on LOGIS and keeping updated filling of all relevant documentation. Monthly BAS and LOGIS reconciliation reporting. Receiving services and preparing batches for payment. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Handle all telephonic and written queries from relevant suppliers and end users.
- ENQUIRIES** : Ms CE Langley Tel No: (028) 312 1166
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subject to a practical test.
- CLOSING DATE** : 30 April 2025
- POST 13/201** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Rural Health Services
- SALARY** : R228 321 per annum
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics, Mathematics Literacy and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Supply Chain Management. Appropriate experience in Procurement Process. Competencies (knowledge/skills): Must have knowledge and experience of LOGIS and EPS. Knowledge and experience of procurement (Acquisition). Computer literacy (MS Office: Word, Excel, Outlook). Knowledge of Accounting Officers System and SCM delegations of the department.
- DUTIES** : Perform tasks related to procurement administration such as inviting of quotes for supply of goods and services. Processing of requisitions on the Supply Chain (LOGIS) system from the need to the order. Following up on orders and communicating with suppliers. Assist with annual inventory stocktaking. Communicate and draft minutes for the Quotation Committee on rotation. Monthly SCM reporting to supervisor. Provide support to the supervisor and assist within the Supply Chain Component.
- ENQUIRIES** : Ms MD Erasmus Tel No: (044) 802-4560
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert
- CLOSING DATE** : 30 April 2025
- POST 13/202** : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Overberg District
- SALARY** : R228 321 per annum
- CENTRE** : Overberg District Office
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience. Competencies (knowledge/skills): Computer Literacy (Ms Word and Excel). Excellent communication skills (verbal and written). Good interpersonal relations, communication and organizational skills. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.
- DUTIES** : Clearing Asset and Liabilities and Debt Account accounts transactions. Drawing and capturing of Journals Capturing and processing of payments on

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

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

ENQUIRIES : Ms L Chenga Tel No: (021) 658 5436
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 April 2025

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

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

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

ENQUIRIES : Mr F Jacobs Tel No: (021) 940 4540
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

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

CLOSING DATE : 30 April 2025

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

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

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

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

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

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	30 April 2025
<u>POST 13/207</u>	:	<u>PLASTER OF PARIS ASSISTANT</u> Chief Directorate Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9/Std 7. Experience: Appropriate experience in the application and removal of plaster of Paris. Inherent requirements of the job: Scheduled working hours as per agreement. Willingness to work overtime when required. Competencies (knowledge/skills): Ability to work with patients and multi-disciplinary team. Good interpersonal, communication and writing skills, time management. Ability to function as part of a team or work independently. Honest, patient, hardworking and reliable.
<u>DUTIES</u>	:	Render an effective support service to medical and nursing staff in the application and removal of plaster of Paris. Cleaning of wounds. Effective and economical utilisation of resources. Render an effective support service to the Orthopaedic clinic.
<u>ENQUIRIES</u>	:	Mr R Geswindt Tel No: (021) 377 4410
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. It will be expected of shortlisted candidates to be available at the venue on the time and date as determined by the Department and bring along recently (not older than 6 months) certified copies of your Identity Document (ID). Failure to adhere to the aforementioned may lead to his/her application being disqualified and not further considered.
<u>CLOSING DATE</u>	:	30 April 2025
<u>POST 13/208</u>	:	<u>ARTISAN ASSISTANT (ELECTRICAL)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience of maintenance and repairs of electrical components. Competencies (knowledge/skills): Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to work independently and as part of a team. Ability to adhere to safety standards. Inherent requirements of the job: Willing to work overtime if requested. Must be physically able to perform the duties required.
<u>DUTIES</u>	:	Effective and efficient assistance with maintenance and repairs of electrical fixtures and components, including projects, installations and alterations, as well as other areas when needed. Assist and perform preventative maintenance on plant and equipment. Efficiently and effectively stock control. Efficiently and effectively controlled equipment, tools and working area. An effectively supported HR function.
<u>ENQUIRIES</u>	:	Mr C van der Westhuizen Tel No: (023) 348-1199
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 April 2025

- POST 13/209** : **ARTISAN ASSISTANT (ELECTRICAL)**
Chief Directorate: Rural Health Services
- SALARY** : R193 359 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience of maintenance and repairs of electrical components. Competencies (knowledge/skills): Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to work independently and as part of a team. Ability to adhere to safety standards. Inherent requirements of the job: Willing to work overtime if requested. Must be physically able to perform the duties required.
- DUTIES** : Effective and efficient assistance with maintenance and repairs of electrical fixtures and components, including projects, installations and alterations, as well as other areas when needed. Assist and perform preventative maintenance on plant and equipment. Efficiently and effectively stock control. Efficiently and effectively controlled equipment, tools and working area. An effectively supported HR function.
- ENQUIRIES** : Mr C van der Westhuizen Tel No: (023) 348-1199
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 30 April 2025
- POST 13/210** : **NURSING ASSISTANT GRADE 1 TO 3 (MATERNITY WARD L1)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum
- CENTRE** : Mowbray Maternity Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20' years appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after hours, night duty and weekends when required. Willingness to work overtime if needed. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting. Knowledge of Infection Prevention Control standards.
- DUTIES** : Assist patients with activities of daily living. To observe patients' behaviour and actions in wards and in seclusion and provide elementary clinical nursing care. Maintain documentation and communication. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
- ENQUIRIES** : Ms K La Grange Tel No: (021) 659 5594
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific

	:	category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 April 2025
<u>POST 13/211</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE) (X2 POSTS)</u> Overberg District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Hermanus Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate driving experience including transportation of employees and delivery of goods. Inherent requirements of the job: Code (B/EB/C1) driver's license. Good physical health. Must be prepared to work overtime and perform standby duties on short notice (after hours, weekends and public holidays). Competencies (knowledge/skills): Knowledge of (NDT) Transport Circular GMT U2 13B of 2019/2020 dated 26/9/2019 Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal and safe driving skills.
<u>DUTIES</u>	:	Transport of goods, post and Personnel. Maintenance of prescribed logbooks, trip authorities and administrative duties of driving. Inspection, storage, maintenance, and safe handling of vehicle. Standby and work overtime when required. Support to supervisor.
<u>ENQUIRIES</u>	:	Mr TM De Wet Tel No: (028) 313 5228
<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 may be subjected to a practical test.
<u>CLOSING DATE</u>	:	30 April 2025
<u>POST 13/212</u>	:	<u>CLEANER (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Michael Mapongwana CDC (X2 Posts) Khayelitsha CHC (X1 Post) Khayelitsha Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate cleaning experience at a Health facility or hospital. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Perform overtime, work shifts, public holidays and night duty. Competencies (knowledge/skills): Ability to work effectively in a team, independently and unsupervised, accepting accountability and responsibility. Able to handle conflict and the ability to work under pressure.
<u>DUTIES</u>	:	General cleaning and maintenance of cleaning equipment. Dust, sweeping, polish, scrub and mop floors, passages, furniture, empty dustbins and sort soiled linen according to correct cleaning procedures. Effective use of cleaning agents and stock. Responsible for general hygienic and safe environment. Handling cleaning equipment. Assist with the offloading and unpacking of stock and perform relief duties.
<u>ENQUIRIES</u>	:	Mr T Mpu, Thembisile.Mpu@westerncape.gov.za Tel No: (021) 361-3353
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	30 April 2025
<u>POST 13/213</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (GENERAL INTERNAL MEDICINE) (20 SESSIONS)</u> (Contract until 31 March 2026)
<u>SALARY</u>	:	Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour

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

DEPARTMENT OF INFRASTRUCTURE

- CLOSING DATE** : 05 May 2025
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/>

Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 13/214** : **DIRECTOR: PROPERTY ACQUISITION REF NO: DOI 53/2025**
- SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary package
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years' experience at a Middle/Senior Management level. Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendations: A valid driving licence/ Alternative mode of transport for a person with disabilities; Post graduate qualification; Property acquisition experience. Competencies: Extensive knowledge and interpretation of applicable policies and procedures; Knowledge of the following: Management Principles; Public Service procedures; HRM processes; Labour relations; Empowerment (SMME, Broad based BEE, Women and Disability); Capacity Building; Community facilitation; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; Problem solving skills; Sound budgeting skills; Facilitation and presentation skills.
- DUTIES** : Strategic capability and leadership; Change Management; Project and Programme Management; Manage the following: Acquisition of immovable property; The acquisition of immovable assets as per the approved Acquisition Plans as well as adhoc approved request; Donation of immovable assets; land exchanges; The transfer of immovable assets in terms of the principle of assets following functions; Ensure efficient and effective oversight and management for all financial resources/aspects of the Directorate and all performance requirements related to the PFMA and corporate governance; Management of the human resources of the Directorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations.
- ENQUIRIES** : Mr. Brett Blackburn Tel No: (021) 483 5183
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

- POST 13/215** : **CHIEF TOWN AND REGIONAL PLANNER: PRODUCTION GRADE A REF NO: DOI 38/2025**
- SALARY** : Grade A: R1 099 488 - R1 250 907 per annum, (OSD as prescribed)
Grade B: R1 323 267 - R2 027 811 per annum, (OSD as prescribed)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree in Urban/Town and Regional Planning or equivalent qualification; A minimum of 6-years post qualification experience in Town and Regional Planning; Compulsory registration with SACPLAN as a Professional Town and Regional Planner; A valid Code B driving licence. Recommendation: Proven working experience in the following: Town, regional planning, and stakeholder management; Working with Municipalities; Programme and Project Management. Competencies: Knowledge of the following: National Housing Code, Planning and Environmental regulatory requirements as well as procurement and tendering processes; Built environment; Town and Regional Planning legal compliance; Human Settlements and Local Government delivery issues; Financial and Human Resource Management. Proven skills in the following: Proven computer literacy in Arc Map GIS / Arc View GIS, AutoCAD, and MS Office packages; Good communication skills (written and verbal); Excellent report writing; Project management and administration; Problem-solving; Negotiation and

- listening; Strategic planning, organizing, and people management; Customer focus and responsiveness; Ability to operate at a strategic level and manage engagements with stakeholders and partners; Ability to communicate at all levels across sectors; Ability to advice and support government departments and municipalities on human settlement planning initiatives/directions.
- DUTIES** : Provide strategic support towards the improvement of living conditions of people living in Informal Settlements; Facilitate Provincial/Municipal and general stakeholder management support to ensure transversal alignment on the Informal Settlement interventions and projects; Provide Provincial and Municipal support through coordination and capacity-building initiatives on technical issues around Human Settlements; Support, and advise Municipal to develop and review pipelines for Human Settlements; Influence municipal planning through the sectoral plan (SDF, IDP & HSP).
- ENQUIRIES APPLICATIONS** : Mr D Alli Tel No: (021) 483 4145
- NOTE** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 05 May 2025
- POST 13/216** : **DEPUTY DIRECTOR: REPORTING COORDINATION AND PROFESSIONAL DEVELOPMENT REF NO: DOI 30/2025**
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11), all-inclusive salary package
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience. Recommendation: An appropriate post graduate qualification; Public sector management level experience in Human Resource, Finance, Monitoring Reporting, Roads Branch or Communications; Knowledge of Infrastructure reporting and Roads Branch related development; Willingness to travel as required. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards and procedures; Project Management; Skills Development frameworks; Coordination of people and resources; Formal Training. Skills needed: Communication (written and verbal); Numeracy; Literacy; Driving; Typing; Computer Literacy; Language.
- DUTIES** : Manage and oversee the resources responsible for the achievement of component goals; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Manage the professional development and candidate programme within the roads Branch; Ensure efficient and effective oversight and management for all financial resources/aspects of the Sub directorate and all performance requirements as related to the PFMA and corporate governance; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration and collaboration across departments government spheres; People management.
- ENQUIRIES APPLICATIONS** : Ms L Buys at (082) 730 7792
- NOTE** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and

time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

- CLOSING DATE** : 05 May 2025
- POST 13/217** : **DEPUTY DIRECTOR ROAD OWNERSHIP AND EXPROPRIATION REF NO: DOI 46/2025**
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11), all-inclusive salary package
 : Department of Infrastructure, Western Cape Government
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience. Recommendation: Recent and relevant experience in the leading of the following processes: permanent and temporary land expropriation and acquisition, survey and transfer of road reserve land, alienate/cancel caveats of superfluous road reserve land with a demonstrated sound understanding of powers, delegations and responsibilities; Demonstration through experience of legal and regulatory knowledge to support land expropriation and acquisition; Understanding of the new Expropriation Act 13 of 2024; Proven track record of: negotiation and stakeholder engagement; project and risk management; contract and agreement management. Competencies: Knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills needed: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Analytical thinking; Strategic thinking; Policy implementation (Impact on system); Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem solving; Research.
- DUTIES** : Operational Management; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management; Financial Management.
- ENQUIRIES APPLICATIONS** : Ms M Barker at 076 716 0984 / Melissa.Barker@westerncape.gov.za
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 05 May 2025

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

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

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

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

ENQUIRIES APPLICATIONS : Ms M Barker at 076 716 0984 or Melissa.Barker@westerncape.gov.za
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 05 May 2025

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

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

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
: An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with the South African Council of Quantity Survey Professionals (SACQSP) as a Professional Quantity Surveyor; A valid code B (or higher) driving license. Competencies: Knowledge of the following:

		Technical: Programme and project management; Quantity Survey principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing, Technical consulting; creating high performance culture; Networking; Professional judgement. Generic: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.
<u>DUTIES</u>	:	Perform quantity surveying activities on buildings, structures or facilities; Co-ordinate professional teams on all aspects regarding quantity surveying; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration; Human capital development; Mentor, train and develop candidate quantity surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development; Continuous professional development according to council guidelines; Research/literature studies on quantity survey to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.
<u>ENQUIRIES</u>	:	Ms T Potgieter Tel No: (021) 483 4881
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	05 May 2025
<u>POST 13/220</u>	:	<u>CONTROL ENGINEERING TECHNICIAN: PROCLAMATION AND ROAD USE REF NO: DOI 42/2025</u>
<u>SALARY</u>	:	Grade A: R551 493 per annum, (Salary will be determined based on post registration experience as per OSD prescript)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Engineering or relevant qualification; A minimum of 6 years post qualification technical (Engineering) experience; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A valid code B (or higher) driving license. Recommendation: Public Sector experience/exposure; Demonstrated ability to work independently and in a team; Sound understanding of the road proclamation process and historic legislation that impacts the proclaimed road records; Experience in the research of road proclamation information and the preparation of consolidated technical responses to queries; Applicable experience in transport infrastructure planning and design; Further studies or courses; Strategic leadership and thinking capabilities. Competencies: Knowledge of the following: Project management; Technical design and

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

DUTIES

: Manage technical services: Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions: Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Ensure the development, implementation and maintenance databases; and manage, supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES

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

APPLICATIONS

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

NOTE

: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE

: 05 May 2025

POST 13/221

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

SALARY

: R468 459 - R561 894 per annum (Level 09)

CENTRE

: Department of Infrastructure, Western Cape Government

REQUIREMENTS

: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in a Stakeholder Management working environment; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Extensive working knowledge with experience in the following: Relevant legislation, acts, policies, codes, guidelines, standards, best practices, procedures, strategies and protocols; Development of a departmental-wide stakeholder management state; Stakeholder management environment; Media liaising; Latest trends in communication products; Dispute and conflict resolution and problem-solving management; Stakeholder management procedures and processes in the Department. Proven skills in the following: Communication (written and verbal) and report writing skills; Computer literacy in MS Office, Intranet and Internet; Time management, planning, organising and networking skills; Conceptual, interpretive, formulation and research skills; Dispute and conflict resolution skills; Proven facilitation, recantation, interviewing and listening skills; Team building, strong interpersonal, motivation and leadership skills. Proven mentoring and coaching skills; Project management skills; Ability to interpret relevant policies, strategies, standards, best practices, procedures, acts and legislation; Ability to communicate well with people at different levels and from different back rounds; Ability to work under pressure and meet tight deadlines; Willingness to travel and to work lon or irregular hours; Be innovative,

- pragmatic, creative, self-motivated, committed, assertive and diplomatic; Be a problem solver and team leader; Be accurate, responsible, reliable and a diligent worker; Have a multi-disciplinary approach.
- DUTIES** : Establish relationships with key clients and business influences in the local communities; Contribute to the development of a departmental-wide stakeholder management strategy; Execute stakeholder management research, analyse information and compile complex documents, reports and submissions for the Department; Provide advice to senior management of the Department and the Minister in terms of conflict situations; Provide logistical support in terms of project profiling.
- ENQUIRIES** : Mr MM Giba Tel No: (021) 483 4987
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 05 May 2025
- POST 13/222** : **ENGINEERING TECHNOLOGIST: (PRODUCTION LEVEL):**
PROCLAMATION AND ROAD USE REF NO: DOI 43/2025
- SALARY** : Grade A: R453 576 - R487 500 per annum, (OSD as prescribed)
Grade B: R513 303 - R551 493 per annum, (OSD as prescribed)
Grade C: R586 665 - R690 237 per annum, (OSD as prescribed)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : Bachelor of Technology in Electrical Engineering (B Tech) or relevant qualification; Three years post qualification Engineering Technologist experience; Compulsory registration with ECSA as an Engineering Technologist; A valid code B driving license. Recommendation: Public Sector experience focusing on Roads; Applicable experience in transport infrastructure, roads planning and/or design; Experience with services within the road reserve; Experience in the evaluation of traffic impacts on transport infrastructure due to land use changes; Further studies or formal courses; Experience and a sound understanding of technical matters across various engineering design stages for multidiscipline projects. Competencies: Knowledge of the following: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Skills needed: Decision making; Team leadership; Creativity; Change management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Computer skills; Planning and organising; People management. Problem solving and analysis.
- DUTIES** : Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and to liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES APPLICATIONS : Mr D Fortuin at 082 670 4560
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 05 May 2025

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

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

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

ENQUIRIES APPLICATIONS : Ms J Davids Tel No: (021) 483 4040
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 05 May 2025

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

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

- and innovative thinking; Ability to work independently and apply own initiative at times; Report writing and formulation; Conflict and diversity management.
- DUTIES** : Human Resource provisioning (establishment, recruitment and selection, appointments, transfer, secretariat functions); Implement conditions of service benefits; Termination of service; Recommend transactions on PERSAL according to delegations; Performance management of all staff in the region; Prepare reports on human resource issues and statistics; Supervise human resources staff; Compile and coordinate human resource development and EAP activities for the region through development of a Workplace Skills Plan and its implementation; Provide guidance and assistance concerning discipline, disputes and labour relations issues to managers and employees.
- ENQUIRIES APPLICATIONS** : Mr C Kennedy Tel No: (044) 272 6071
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 05 May 2025
- POST 13/225** : **ADMINISTRATIVE OFFICER: PROCLAMATION AND ROAD USE REF NO: DOI 47/2025**
- SALARY CENTRE REQUIREMENTS** : R325 101 - R382 959 per annum (Level 07)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply; Willingness to occasionally travel away from headquarters for road inspections. Competencies: Knowledge of the following: Roads Ordinance, 1976 (Ordinance 19 of 1976); Deeds Registries Act, 1937 (Act No47 of 1937); Deeds Office and Surveyor General Investigations; Basic Research; Interpret and apply applicable policy and legislation; Analysing of Maps; Proven computer literacy MS Office Package; Good communication skills (written and verbal); Report writing and formulation; Ability to work independently and as part of a team; Ability to work under pressure.
- DUTIES** : Execute the processes to close, proclaim, de-proclaim, divert, define the boundaries and alter the classification and widths of provincial roads; Draft provincial notices, proclamations for advertising in the local press and publication in the provincial gazette; Updating proclamation system, filing and recordkeeping; Draft letters, memos and submissions to management; Liaise with clients and municipalities on a regular basis; Conduct deeds office, Surveyor general and servitude investigations; Compliance with legal processes.
- ENQUIRIES APPLICATIONS** : Ms I Fredericks Tel No: (021) 483 2202
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries

relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

- CLOSING DATE** : 05 May 2025
- POST 13/226** : **PERSONAL ASSISTANT: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOI 49/2025**
- SALARY CENTRE REQUIREMENTS** : R325 101 - R382 959 per annum (Level 07)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years' experience in rendering a support service to management/ senior management. Recommendation: Working knowledge of the relevant legislative and regulatory requirements pertaining to Supply Chain Management; Experience in a Compliance, Supply Chain Management or Governance environment. Competencies: Knowledge of advanced computer skills (word processing and numerical); Verbal and written language skills; Planning and organising; Professional telephone and email etiquette; Assertiveness, tact and discretion; Conflict resolution, problem-solving and decision-making.
- DUTIES** : Provide secretarial and receptionist support to the manager by screening calls, addressing inquiries, and maintaining confidentiality, while referring stakeholders to the appropriate officials as needed; Ensure office equipment is functioning properly, manage office supplies and refreshments, safeguard and verify assets, and process invoices on time; Provide operational assistance by performing advanced typing, drafting reports, monitoring submission deadlines, and responding to stakeholder inquiries while collecting and compiling required information for the manager; Coordinate the senior manager's appointments, manage meeting logistics, record minutes, and track action items, while prioritizing meetings based on urgency and importance; Assist with administrative tasks such as managing leave requests, tracking employee records, coordinating procurement, and preparing documents for signatures and approvals, ensuring accuracy and completeness; Provide financial and budget management support by tracking expenditure, assisting with submissions, monitoring budget discrepancies, and recommending necessary budget adjustments; Ensure efficient document flow and compliance with policies, safeguard records, and compile reports, while ensuring that all information is processed in accordance with relevant legislation and policies and within required deadlines.
- ENQUIRIES APPLICATIONS** : Mr E Sawall Tel No: (021) 483 5053
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 05 May 2025
- POST 13/227** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOI 85/2024 R1 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R325 101 - R382 959 per annum (Level 07)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years relevant experience in a Supply Chain Management environment. Recommendation: Working knowledge of Supply

		Chain duties, and practices as well as the ability to capture data accurately, operate computers and collect statistics; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Job knowledge; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Legislative and regulatory requirements; Skills needed: Proven computer literacy; Communication (written and verbal); Report writing, Problem solving; Analytical; Planning and organising; Applied Strategic Thinking; Interpersonal relations; Flexibility; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Provide contract administration services; Monitor contract compliance; Monitor supplier performance according to the contract and service level agreement; Supervisory function.
<u>ENQUIRIES</u>	:	Mr E Sawall Tel No: (021) 483 5053
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co . will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	05 May 2025
<u>POST 13/228</u>	:	<u>PERSONAL ASSISTANT: GOVERNANCE AND DEMAND MANAGEMENT</u> <u>REF NO: DOI 55/2025</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years' experience in rendering a support service to management/ senior management. Recommendation: Working knowledge of the relevant legislative and regulatory requirements pertaining to Supply Chain Management; Experience in a Compliance, Supply Chain Management or Governance environment. Competencies: Knowledge of advanced computer skills (word processing and numerical); Verbal and written language skills; Planning and organising; Professional telephone and email etiquette; Assertiveness, tact and discretion; Conflict resolution, problem-solving and decision-making.
<u>DUTIES</u>	:	Provide secretarial and receptionist support to the manager by screening calls, addressing inquiries, and maintaining confidentiality, while referring stakeholders to the appropriate officials as needed; Ensure office equipment is functioning properly, manage office supplies and refreshments, safeguard and verify assets, and process invoices on time; Provide operational assistance by performing advanced typing, drafting reports, monitoring submission deadlines, and responding to stakeholder inquiries while collecting and compiling required information for the manager; Coordinate the senior manager's appointments, manage meeting logistics, record minutes, and track action items, while prioritizing meetings based on urgency and importance; Assist with administrative tasks such as managing leave requests, tracking employee records, coordinating procurement, and preparing documents for signatures and approvals, ensuring accuracy and completeness; Provide financial and budget management support by tracking expenditure, assisting with submissions, monitoring budget discrepancies, and recommending necessary budget adjustments; Ensure efficient document flow and compliance with policies, safeguard records, and compile reports, while ensuring that all information is processed in accordance with relevant legislation and policies and within required deadlines.

ENQUIRIES APPLICATIONS : Ms A Jansen van Rensburg Tel No: (021) 831 8773
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 05 May 2025

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

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

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

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

ENQUIRIES APPLICATIONS : Mr J Jones Tel No: (021) 863 2020
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 05 May 2025

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

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

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

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

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

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

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

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

CLOSING DATE : 05 May 2025

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

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

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Advance experience in MS Word and MS Excel. Competencies: A good understanding of the following: Financial Management; Public Finance Management; Supply Chain Management; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Ability to work independently and as part of a team.

DUTIES : Perform Salary Administration and expenditure transactions; Execute Standard Operating Procedures in relation to salary and expenditure; Report inability to comply with prescribed requirements; Ensure conformity of PFMA.

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

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

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

CLOSING DATE : 05 May 2025

WESTERN CAPE MOBILITY DEPARTMENT

CLOSING DATE : 05 May 2025

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties

with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

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

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

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

ENQUIRIES : Ms J Ndlovu Tel No: (021) 483 0260
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/234 : **ASSESSOR: ASSESSMENT REF NO: WCMD 33/2025 (X2 POSTS)**

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

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

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

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

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

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

following: Procurement and provisioning services; Procurement and tendering processes; Broad Based Black Economic Empowerment Act; Preferential Procurement Policy Framework Act and its associated regulations, practice notes, circulars; Public Service Ant-corruption Strategy; Supply Chain Management Guide to Accounting Officers and Authorities; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Service; Relevant delegation frameworks, service level agreements, supplier management, contract management, strategic sourcing, departmental policies and procedures, Government financial systems; Public sector supply chain management models and processes; Strategic sourcing process across broad range of commodities in a Goods and Services environment; Mobility procurement market; Contract management, including legal aspects in supply chain management and ability to draft heads of terms and input to SLA negotiations; Supply chain management AOS, Delegations. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Time Management; Planning; Organising; Problem-solving; Dispute Resolution; Conflict Management; Report-writing; Record Keeping; Analytical; Interpersonal Relations; Flexibility; Teamwork; Accuracy; Aptitude of Figures; Ability to use MS Office software for analysis and reporting; Ability to use supply chain software (e.g. Ariba, LOGIS, ITender, etc.); Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.

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

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

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

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

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B Degree/Advanced Diploma (equivalent qualification or higher); A minimum of 3 years supervisory level experience in a Supply Chain Management environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Procurement and provisioning services; Procurement and tendering processes; Broad Based Black Economic Empowerment Act; Preferential Procurement Policy Framework Act and its associated regulations, practice notes, circulars; Public Service Ant-corruption Strategy; Supply Chain Management Guide to Accounting Officers and Authorities; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Service; Relevant delegation frameworks, service level agreements, supplier management, contract management, strategic sourcing, departmental policies and procedures, Government financial systems; Public sector supply chain management models and processes; Strategic sourcing process across broad range of commodities in a Goods and Services environment; Mobility procurement market; Contract management, including legal aspects in supply chain management and ability to draft heads of terms and input to SLA negotiations; Supply chain management AOS, Delegations. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Time Management; Planning; Organising; Problem-solving; Dispute Resolution; Conflict Management; Report-writing; Record Keeping; Analytical; Interpersonal Relations; flexibility; Teamwork; Accuracy; Aptitude of figures; Ability to use MS Office software for analysis and reporting; Ability to use supply chain software (e.g. Ariba, LOGIS, ITender, etc.); Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.

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

ENQUIRIES : Ms S Moodley Tel No: (021) 483 8970
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/237 : **PRINCIPAL ROAD SAFETY OFFICER: CENTRAL KAROO (LAINGSBURG)**
REF NO: WCMD 24/2025

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

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

ENQUIRIES : Ms N Luwaca Tel No: (021) 483 9519
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/238 : **PRINCIPAL ROAD SAFETY OFFICER: WEST COAST REF NO: WCMD**
25/2025

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

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

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

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

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

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

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

ENQUIRIES : Ms C Jacobs Tel No: (021) 467 4731
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/240 : **TRANSPORT RELATIONS OFFICER: REGISTRATION AND COMPLIANCE REF NO: WCMD 36/2025 (X5 POSTS)**

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

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

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

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

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

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

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

ENQUIRIES : Mr S Tyman Tel No: (021) 467 4756
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/242 : **ROAD SAFETY OFFICER: METRO (EAST/NORTH) REF NO: WCMD 26/2025**

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

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

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

- backgrounds; Sound organisational skills; Good people skills; Aptitude to work with computers.
- DUTIES** : Render professional and general admin support to all sections when required; Handle all queries and complaints in respect of the relevant regulatory and legislative processes; Update and maintain relevant systems data; Assist with the processing of applications for registration of minibus taxi associations, members and non-members; Notifying applicants on provincial taxi registrar decisions; Dealing with all correspondence; Draft agendas, minutes and reports of meetings; Process claims, trip authorities and other requisite logistical arrangements.
- ENQUIRIES** : Mr A Isaacs Tel No: (021) 483 0252
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 05 May 2025
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

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

DEPARTMENT OF THE PREMIER

CLOSING DATE : 05 May 2025
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 13/248 : **DIRECTOR: TRAINING REF NO: DOTP 37/2025**

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

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

ENQUIRIES : Ms. Louise Esterhuysen Tel No: (021) 483 4869
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 13/249 : **SERVICE MANAGER: EDUCATION AND CULTURAL AFFAIRS AND SPORT REF NO: DOTP 35/2025**

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

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

ENQUIRIES : Mr L Bunting Tel No: (021) 483 8941
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 05 May 2025

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

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

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

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

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

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

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

CLOSING DATE : 05 May 2025

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

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

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

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 05 May 2025
- POST 13/252** : **FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS (CLUSTER B)**
REF NO: DOTP 32/2025
- SALARY** : R468 459 - R561 894 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Commerce, Law, Auditing, Forensics; A minimum of 3 years relevant experience; A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: A post graduate qualification in Commerce, Law, Auditing, Forensics; Experience in proactive forensics or fraud risk management; A professional designation relevant to the forensic profession (e.g. Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP)); Experience in managing fraud and corruption risks within the public sector. Competencies: Knowledge of the following: Legislation and regulations applicable to National, Provincial and Local government; Policies and procedures relating to Provincial and Local government; Fraud risk management strategies and fraud risk assessment techniques; National and Provincial Government legislation, departmental policies and procedures; Fraud Risk Management strategies and fraud risk assessment techniques; Writing scripts for queries to identify and detect possible incidents of fraud in data; Collection, analyses and visualization of large datasets to draw appropriate conclusions; Data analysis abilities; Analysing and problem-solving. Skills needed: Computer literacy in MS Office Package (Word, Excel, and PowerPoint); Good communication (written and verbal); Ability to work independently and as part of a team; Project management.
- DUTIES** : Manage and develop processes aimed at improving strategies for fraud detection and prevention; Contribute to the development/maintenance and implementation of the Western Cape Government Anti-Corruption Strategy, Whistle blowing Policy and any relevant policies and/or strategies; Support the managers: Proactive Forensics with the development and maintenance of the departmental fraud prevention and implementation plans for thirteen provincial departments, including monitoring progress with the implementation of agreed projects as per the fraud prevention and implementation plans; Contribute towards development of fraud and corruption awareness training content, conduct training awareness sessions, and participate in other awareness initiatives; Identify business areas where data analytics projects could be conducted and assist in conducting these projects; Facilitate departmental fraud risk assessments in line with the approved methodology and monitor action plans.
- ENQUIRIES** : Ms P Thaba Tel No: (021) 483 4701
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties

with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

- CLOSING DATE** : 05 May 2025
- POST 13/253** : **ADMINISTRATIVE SUPPORT OFFICER: RELATIONSHIP MANAGEMENT
ADMIN SUPPORT REF NO: DOTP 31/2025**
- SALARY** : R325 101 - R382 959 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : 1–2-year post school qualification; A minimum of 3 years relevant experience. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Departmental operational systems and procedures (e.g. knowledge of relevant software packages, computer programmes such as LOGIS); Relevant legislation, policies, prescripts and procedures; Public Finance Management Act financial delegations; Financial administration (budget, procurement, SCM); Good corporate governance norms and standards; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Basic information gathering (research); Financial administration; Ability to work independently and as part of a team.
- DUTIES** : Render advisory and administrative support services; Render supply chain management support services; Render budget management support services; Render asset management support services.
- ENQUIRIES** : Ms P Percival Tel No: (021) 483 8682
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 05 May 2025
- POST 13/254** : **ADMINISTRATION CLERK: RELATIONSHIP MANAGEMENT REF NO:
DOTP 34/2025**
- SALARY** : R228 321 - R268 950 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Relevant job knowledge; Written and verbal communication; Interpersonal relations; Flexibility; Teamwork; Proven computer literacy; Planning and organising skills.
- DUTIES** : Render general clerical support services; Provide reception / front office support; Provide supply chain clerical support services; Provide personnel administration clerical support services within the component provide financial administration support services in the component.
- ENQUIRIES** : Ms P Percival Tel No: (021) 483 8682
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates

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

CLOSING DATE : 05 May 2025

PROVINCIAL TREASURY

CLOSING DATE : 05 May 2025

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

MANAGEMENT ECHELON

POST 13/255 : **DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING REF NO: PT 08/2025**

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

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

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

ENQUIRIES : Mr IG Smith Tel No: (021) 483-8223
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 13/256 : **FINANCIAL ANALYST: FINANCIAL GOVERNANCE REF NO: PT 07/2025**

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

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

ENQUIRIES : Mr K Motingwe Tel No: (021) 483 6268
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 05 May 2025

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

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

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

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

ENQUIRIES : Ms S Van Breda at (021) 483 3803/Mr C September Tel No: (021) 483 6159
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 05 May 2025

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

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

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

ENQUIRIES : Mr S Arnold Tel No: (021) 483-4945
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

- CLOSING DATE** : 05 May 2025
- POST 13/259** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: PT 49/2024 R1**
- SALARY** : R468 459 - R561 894 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in financial management; A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Public service accounting procedures, processes and systems; Performance management in general. Skills needed: Accounting and Financial management skills; Written and verbal communication; Proven computer literacy; People management.
- DUTIES** : Monitoring and compiling financial reporting, including Interim Financial Statements and Annual Financial Statements; Collection and recording of revenue (banking and cashier functions); Management of the payment of Compensation of Employees (COE), goods and services and transfers and subsidies; Operationalise the debt management function; Conduct required system maintenance (Basic Accounting System) and monitor and perform month/year-end closure on the system in compliance with guidelines; People Management.
- ENQUIRIES** : Ms A Smit Tel No: (021) 483 3037
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 05 May 2025
- POST 13/260** : **DATA COLLATOR: DATA COLLATING AND TECHNICAL EDITING REF NO: PT 01/2025**
- SALARY** : R325 101 - R382 959 per annum (Level 07)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Management, Information Technology or a relevant field; A minimum of 3 years appropriate experience in technical editing/formatting of various publications, through database integration. Recommendation: Experience in technical editing and formatting and excel. Competencies: Knowledge of the following: Technical editing and formatting; Database integration and co-ordination. Skills needed: Cognitive; Attention to detail; Analytical; Communication (written and verbal); Proven computer literacy (MS Office suite); Ability to liaise with diverse people; Aptitude for numbers.
- DUTIES** : Consolidate and technically edit/format the Provincial Budget publications and associated documentation. Liaise with departmental finance and planning staff on the management of budget information; Consolidate and technically edit/format municipal budget information, performance assessment reports, PT municipal publications and working papers; Collect/consolidate and edit

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

- ENQUIRIES** : Ms S van der Merwe Tel No: (021) 483 4433
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 05 May 2025

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 05 May 2025
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 13/261** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (GEORGE)**
REF NO: DSD 14/2025
- SALARY** : R477 564 - R561 378 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development Western Cape Government
- REQUIREMENTS** : A relevant tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
- DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

POST 13/269 : **SOCIAL WORKER: SOCIAL WORK SERVICES (WEST COAST) REF NO: DSD 23/2025**

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

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

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

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

ENQUIRIES : Ms I Koen Tel No: (022) 713-2273

POST 13/270 : **COMMUNITY DEVELOPMENT PRACTITIONER: COMMUNITY DEVELOPMENT SERVICES REF NO: DSD 16/2025 (VARIOUS POSTS AVAILABLE IN CAPE WINELANDS/OVERBERG)**

SALARY : Grade 1: R278 169 - R324 960 per annum, (OSD as prescribed)
Grade 2: R334 419 - R393 933 per annum, (OSD as prescribed)
Grade 3: R404 826- R543 120 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development Western Cape Government
Grade 1: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. **Grade 2:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. **Grade 3:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Skills needed: Presentation; Proven computer literacy; Written and verbal communication; Facilitation; Research; Knowledge and understanding of basic Financial Management.

DUTIES : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with

- new developments in the community development field to enhance service delivery.
- ENQUIRIES** : Ms E Van Dyk Tel No: (021) 814 2818
- POST 13/271** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 07/2025 (VARIOUS POSTS AVAILABLE IN METRO EAST)**
- SALARY** : Grade 1: R192 972 – R218 409 per annum; (as prescribed by OSD)
Grade 2: R227 292 – R259 368 per annum; (as prescribed by OSD)
Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
- CENTRE REQUIREMENTS** : Department of Social Development Western Cape Government
Grade 12(Senior Certificate or equivalent qualification); only Z83 and CV on application all other documents are submitted by shortlisted candidates; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Mr Q Arendse Tel No: (021) 763 6206
- POST 13/272** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES- ATLANTIS REF NO: DSD 08/2025**
- SALARY** : Grade 1: R192 972 – R218 409 per annum; (as prescribed by OSD)
Grade 2: R227 292 – R259 368 per annum; (as prescribed by OSD)
Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
- CENTRE REQUIREMENTS** : Department of Social Development Western Cape Government
Grade 12(Senior Certificate or equivalent qualification); only Z83 and CV on application all other documents are submitted by shortlisted candidates; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms I Koen Tel No: (021) 840 3500
- POST 13/273** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 09/2025 (VARIOUS POSTS AVAILABLE IN METRO SOUTH)**
- SALARY** : Grade 1: R192 972 – R218 409 per annum; (as prescribed by OSD)
Grade 2: R227 292 – R259 368 per annum; (as prescribed by OSD)
Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
- CENTRE** : Department of Social Development Western Cape Government

<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification); only Z83 and CV on application all other documents are submitted by shortlisted candidates; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	Mr K Brink Tel No: (021) 834 7000
<u>POST 13/274</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 10/2025 (VARIOUS POSTS AVAILABLE IN EDEN KAROO)</u>
<u>SALARY</u>	:	Grade 1: R192 972 – R218 409 per annum; (as prescribed by OSD) Grade 2: R227 292 – R259 368 per annum; (as prescribed by OSD) Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	Ms I April Tel No: (021) 763 6217
<u>POST 13/275</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 11/2025 (VARIOUS POSTS AVAILABLE IN CAPE WINELANDS/OVERBERG)</u>
<u>SALARY</u>	:	Grade 1: R192 972 – R218 409 per annum, (as prescribed by OSD) Grade 2: R227 292 – R259 368 per annum, (as prescribed by OSD) Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification); only Z83 and CV on application all other documents are submitted by shortlisted candidates; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge

- Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms E De Villiers at (072) 332 1117
- POST 13/276** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 12/2025 (VARIOUS POSTS AVAILABLE IN METRO NORTH)**
- SALARY** : Grade 1: R192 972 – R218 409 per annum, (as prescribed by OSD)
Grade 2: R227 292 – R259 368 per annum, (as prescribed by OSD)
Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
- CENTRE REQUIREMENTS** : Department of Social Development Western Cape Government
Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms S Cummings-Damon Tel No: (021) 483 7938