

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 20 OF 2025

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: Kindly note that the following post was advertised in Public Service Vacancy Circular 17 dated 23 May 2025 with a closing date of 20 June 2025, (1) Executive Office Manager: Branch: Governance, Risk and Compliance in the office of the DDG, Centre: Head Office (Pretoria), erroneously advertised with incorrect salary of all-inclusive R849 702 per annum, the correct salary is: All-inclusive R896 436 per annum. **DEPARTMENT OF TRADE AND INDUSTRY:** Kindly note that the contract period for the Chief Director: Primary Minerals Processing and Construction post advertised in Public Service Vacancy Circular 19 of 2025 with a posting date: 06 June 2025, is 24-months and not 12-months as indicated. And kindly take note of the amendments on the mandatory requirements for the post of Director: Leather and Footwear advertised in Public Service Vacancy Circular 19 dated 06 June 2025 with a posting date: 06 June 2025. The abbreviation of CTFL to be replaced with Clothing, Textile, Footwear and Leather (CTFL) in terms of the qualification

requirements and the experience is amended to indicate that the 5 years' relevant experience at middle/senior managerial level should be in a CTFL related environment. Enquiries: Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809. Applications: Applications can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria. Closing Date: 23 June 2025. Note: Due to an amendment on the mandatory requirements, candidates who already applied, need not re-apply and will still be considered.

PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF EDUCATION: Please note that the below posts which were advertised in Public Service Vacancy Circular 17 dated 23 May 2025 are withdrawn. Assistant Director: Infrastructure Capex and Scheduled Maintenance Projects and Program Implementation with Ref No: REFS/022651 in the Infrastructure Delivery Management Directorate, and Assistant Director: Pre-Grade R Programmes with Ref No: REFS/022630 in the Early Childhood Development Directorate, within Head Office Johannesburg.

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DEPARTMENT OF CORRECTIONAL SERVICES

Note: Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.

APPLICATIONS

- : Send your complete application to: **Eastern Cape Region:** The Regional Commissioner Eastern Cape. Recruitment Section, P/Bag X9013, East London OR hand deliver at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211 OR you can email your application to ECHRM@dcs.gov.za. Contact persons: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N Tel No: (043) 706 7882/ Mr Ndonyela N Tel No: (043) 706 7883.
- Free State and Northern Cape Region:** The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 OR you can email your application to FSNCHRM@dcs.gov.za. Contact persons: Ms Mokuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283.
- Gauteng Region:** The Regional Commissioner Gauteng, Recruitment Section, P/Bag X393, Pretoria, 0001 OR hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield OR you can email your application to GPHRM@dcs.gov.za. Contact persons: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
- National Head Office:** Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to NationalOfficeHRM@dcs.gov.za. Contact persons: Mr Y Naidoo Tel No: (012) 307 2079/ Ms TP Ngoben Tel No: (012) 305 8589.
- Kwa-Zulu Natal Region:** The Regional Commissioner: Kwa-Zulu Natal, Recruitment Section, P/Bag X9126, Pietermaritzburg, 3201 OR hand deliver at: Correctional Services, Eugene Marais Road, Napierville, Pietermaritzburg, 3201 OR you can email your application to KZNHRM@dcs.gov.za. Contact persons: Ms Mchunu GJ (033) 355 7386/ Ms Mkhize AL Tel No: (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.
- Limpopo, Mpumalanga and North West Region:** The Regional Commissioner Limpopo, Mpumalanga & North West, Recruitment Section, P/Bag X142, Pretoria, 0001 OR hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 OR you can email your application to LMNHRM@dcs.gov.za. Contact persons: Mr Ziqubu Z Tel No: (012) 306 2037/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.
- Western Cape Region:** The Regional Commissioner Western Cape, Recruitment Section, P/Bag X14, Goodwood, 7459 OR hand deliver at: Peninsula Drive, Monte Vista, 7460 OR you can email your application to WCHRM@dcs.gov.za. Contact persons: Ms NA Mdladlamba (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane Tel No: (021) 558 0108 / Ms NC Sotyibi Tel No: (021) 558 0518.

CLOSING DATE

- : 30 June 2025 @ 15h45. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date.

NOTE

- : Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. 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, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly

terminated. Fingerprints may be taken on the day of the interview. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. For re-advertised posts, candidates who previously applied need to re-apply. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. Kindly indicate the reference number on the subject line for emailed applications. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

OTHER POSTS

<u>POST 20/01</u>	:	<u>CENTRE COORDINATOR: CORRECTIONAL SERVICE CONTROLLER [CB6]</u>
<u>SALARY CENTRE</u>	:	R1 042 434 per annum, all-inclusive package
	:	Limpopo, Mpumalanga and North West Region: Kutama Sinthumule Ref No: LMN 2025/06/01
	:	Free State and Northern Cape Region: Mangaung Ref No: FSNC 2025/06/01
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision-making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.
<u>DUTIES</u>	:	Monitor compliance and daily operations in terms of the concession contract and Correctional Services Act 111 of 1998. Verify information received from the contractor. Conduct investigations of possible breaches in terms of the concession contract. Check whether standard requirements have been met. Empowerment and monitoring through ensuring participation of previously disadvantaged enterprises in the contract entity. Monitor issuance of observation and non-compliance notices. Compilation of annual, operational and empowerment reports. Act as a controller over payments and invoices. Management of performance information. Manage human resources, finances and assets.
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2037/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034. Free State and Northern Cape Region: Ms Mokuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 20/02</u>	:	<u>FARM MANAGER (CB-5)</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum
	:	Free State and Northern Cape Region: Groenpunt (Medium) Ref No: FSNC 2025/06/02
	:	Limpopo, Mpumalanga and North West Region: Rooigrond (Medium B) Ref No: LMN 2025/06/02
	:	Western Cape Region: Brandvlei Ref No: WC 2025/06/01, Drakenstein Ref No: WC 2025/06/02
<u>REQUIREMENTS</u>	:	Relevant degree/national diploma in Agriculture (Animal/ Plant Production) or equivalent qualification. Seven (7) years relevant experience gained in a supervisory post. Successful completion of Corrections Science learnership/ Basic Training. Valid driver's license. Computer literate. Competencies and

	Attributes: Sound knowledge of agricultural planning, operations and production processes. Knowledge of agricultural administration, information management, project and programme management. Good financial management, communication, transformation management, change management, stakeholder management, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment, team leadership, policy interpretation, facilitation skills, presentation skills, mentoring and coaching. In depth understanding of safety and security in a correctional environment and the use of relevant security technology. Integrity and honesty, confidentiality and good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended, agricultural and other relevant legislations, policies and procedures. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	: Implementation of self-sufficiency and sustainability regarding agricultural production. Quality assessment of agricultural services. Implementation of agricultural policy, procedure manual and agricultural services standards in the management area. Adherence to applicable legislations. Manage plant and animal production, agricultural labour, environment, agricultural machinery, equipment and occupational health and safety. Management of finances, human resources, farm, and assets. Maintain and oversee agricultural administration. Management of performance information. Liaise with stakeholders.
<u>ENQUIRIES</u>	: Free State and Northern Cape Region: Ms Mokuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283 Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2037/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034 Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy Tel No: (021) 559 7929 / Mr S Sikisazane Tel No: (021) 558 0108 / Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	: Appointment under the Correctional Services Act.
<u>POT 20/03</u>	: <u>SECURITY MANAGER: AGRICULTURE (CB 4) (ANIMAL PRODUCTION)</u>
<u>SALARY CENTRE</u>	: R491 799 per annum : Free State and Northern Cape Region: Goedemoed (Medium A): (Piggery) Ref No: FSNC 2025/06/03, Goedemoed (Medium A): (Dairy Production) Ref No: FSNC 2025/06/04 Gauteng Region: Baviaanspoort: (Piggery) Ref No: GP 2025/06/01, Zonderwater: (Broiler) Ref No: GP 2025/06/02 Limpopo, Mpumalanga and North West Region: Barberton (Medium B): (Dairy Production) Ref No: LMN 2025/06/03 KwaZulu Natal Region: Ncome: (Beef Production) Ref No: KZN 2025/06/01, Ncome: (Piggery) Ref No: KZN 2025/06/02, Waterval Med A: (Piggery) Ref No: KZN 2025/06/03 Western Cape Region: Brandvlei (Medium): (Dairy Production) Ref No: WC 2025/06/03, Voorberg (Medium A) (Dairy Production) Ref No: WC 2025/06/04
<u>REQUIREMENTS</u>	: Relevant degree/national diploma in Agriculture (Animal Production) or equivalent qualification. Seven (7) years relevant experience gained in a supervisory post. Experience in plant production will be an added advantage. Successful completion of Corrections Science learnership/ Basic Training. Valid driver's license. Computer literate. Competencies and Attributes: Sound knowledge of animal production processes, agricultural planning, operations and production processes. Knowledge of agricultural administration, information management, project and programme management. Good financial management, communication, transformation management, change management, stakeholder management, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment, team leadership, policy interpretation, facilitation skills, presentation skills, mentoring and coaching. In depth understanding of safety and security in a correctional environment and the use of relevant security technology. Integrity and honesty, confidentiality and good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended, agricultural and other relevant legislations, policies and procedures. Assertiveness, ability to network and diplomacy.

<u>DUTIES</u>	:	Maintain agricultural service standards in animal/plant production, agricultural administration for animal/plant production. Adherence with applicable legislations, agricultural policy and policy procedures. Implementation of self-sufficiency and sustainability with regards to agriculture production. Manage agricultural labour, environment, agricultural machinery, equipment and occupational health and safety. Quality assessment of agricultural services. Management of human resources, finances, and assets. Management of performance information.
<u>ENQUIRIES</u>	:	<p>Free State and Northern Cape Region: Ms Mokuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.</p> <p>Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2037/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.</p> <p>KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL Tel No: (033) 355 7370/ Mr Khumalo SB Tel No: (033) 033 355 7368</p> <p>Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy Tel No: (021) 559 7929 / Mr S Sikisazane Tel No: (021) 558 0108 / Ms NC Sotyibi Tel No: (021) 558 0518.</p>
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 20/04</u>	:	<u>SECURITY MANAGER: AGRICULTURE (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annual
	:	<p>KwaZulu Natal Region: Glencoe: (Plant Production) (Agronomy) Ref No: KZN 2025/06/04, Waterval Med A: (Plant Production) (Vegetables), Ref No: KZN 2025/06/05</p> <p>Western Cape Region: Southern Cape (George) (Plant Production) (Vegetables) Ref No: WC 2025/06/05, Voorberg (Medium A) (Plant Production) (Vegetables) Ref No: WC 2025/06/06</p> <p>Limpopo, Mpumalanga and North West: Thohoyandou (Medium A) (Plant Production) (Vegetables) Ref No: LMN 2025/06/04</p> <p>Free State and Northern Cape: Grootvlei (Medium B) (Plant Production) (Agronomy) Ref No: FSNC 2025/06/05</p>
<u>REQUIREMENTS</u>	:	Relevant degree/ national diploma in Agriculture (Plant Production) or equivalent qualification. Experience in animal production will be an added advantage. Seven (7) years relevant experience gained in a supervisory post. Successful completion of Corrections Science learnership/ Basic Training. Valid driver's license. Computer literate. Competencies and Attributes: Sound knowledge of plant production processes, agricultural planning, operations and production processes. Knowledge of agricultural administration, information management, project and programme management. Good financial management, communication, transformation management, change management, stakeholder management, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment, team leadership, policy interpretation, facilitation skills, presentation skills, mentoring and coaching. In depth understanding of safety and security in a correctional environment and the use of relevant security technology. Integrity and honesty, confidentiality and good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended, agricultural and other relevant legislations, policies and procedures. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Maintain agricultural service standards in animal/plant production and agricultural administration for animal/plant production. Adherence with applicable legislations, agricultural policy and policy procedures. Implementation of self-sufficiency and sustainability with regards to agriculture production. Manage agricultural labour, environment, agricultural machinery, equipment and occupational health and safety. Quality assessment of agricultural services. Management of human resources, finances, and assets. Management of performance information.
<u>ENQUIRIES</u>	:	<p>KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL Tel No: (033) 355 7370/ Mr Khumalo SB Tel No: (033) 033 355 7368.</p> <p>Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy Tel No: (021) 559 7929 Mr S Sikisazane Tel No: (021) 558 0108 / Ms NC Sotyibi Tel No: (021) 558 0518.</p>

		Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2037/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034 Free State and Northern Cape Region: Ms Mokuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 20/05</u>	:	<u>UNIT MANAGER: CORRECTIONAL SERVICES CONTROLLER (CB 4) REF NO: LMN 2025/06/05</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R491 799 per annum Limpopo, Mpumalanga and North West Region: Kutama Sinthumule Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Manage the safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Manage human resource, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2037/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 20/06</u>	:	<u>SECURITY OFFICER: AGRICULTURE (CB 1-3)</u>
<u>SALARY CENTRE</u>	:	R313 521 per annum Eastern Cape Region: Middledrift: (Plant Production) (Vegetables) Ref No: EC 2025/06/01, Mthatha Medium A: (Plant Production) (Vegetables) Ref No: EC 2025/06/02, East London Medium A: (Plant Production) (Vegetables) Ref No: EC 2025/06/03, Pantesie: (Plant Production) (Vegetables) Ref No: EC 2025/06/04, Lusikisiki: (Plant Production) (Vegetables) Ref No: EC 2025/06/05, Sada: (Plant Production) (Vegetables) Ref No: EC 2025/06/06, Middleburg: (Plant Production) (Vegetables) Ref No: EC 2025/06/07, Dutywa: (Plant Production) (Vegetables) Ref No: EC 2025/06/08 Limpopo, Mpumalanga and North West Region: Polokwane (Modimolle) Ref No: LMN 2025/06/06, Polokwane (Tzaneen) Ref No: LMN 2025/06/07 (X2 Posts) Rooigrond (Medium B): Ref No: LMN 2025/06/08, Rustenburg (Mogwase): (Plant Production) Ref No: LMN 2025/06/09, Rustenburg (Losperfontein): (Plant Production) Ref No: LMN 2025/06/10, Rustenburg (Medium A): (Plant Production) Ref No: LMN 2025/06/11 Free State and Northern Cape Region: Goedemoed (Medium A) Ref No: FSNC 2025/06/06, Grootvlei (Medium) Ref No: FSNC 2025/06/07 KwaZulu Natal Region: Sevoitein: (Agronomy Technician) Ref No: KZN 2025/06/06 Western Cape Region: Allandale: (Plant Production) (Vegetables) Ref No: WC 2025/06/07, Pollsmoor (Medium A): (Plant Production) (Vegetables) Ref No: WC 2025/06/08, Voorberg (Medium A): (Plant Production) (Fruit) Ref No: WC 2025/06/09
<u>REQUIREMENTS</u>	:	Grade 12 and successful completion of the Corrections Science Learnership/Basic Training. Eight (8) years relevant experience for an official performing consistently above average on CB 1-2 OR ten (10) years relevant experience for an average performing official on CB 1-2. Computer literate. A valid driver's licence. Competencies and Attributes: Knowledge of plant production process and agricultural administration. Good communication skills. Project, trans-formation, change and stakeholder management. Problem

		solving, analysis and service delivery. Innovation, decision making, people management and empowerment. In- depth understanding of safety and security in a correctional environment. Integrity, honesty, confidentiality and good inter-personal relations. Knowledge of the Correctional Services Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Implement agriculture plant production process and adhere to agricultural service standards, Ensure rehabilitation of offenders. Adherence to policy and procedure manual and applicable legislations in the Correctional Centre. Maintain quality agricultural services and administration. Implementation of self-sufficiency and sustainability with regards to agricultural production. Manage agricultural labour, environment, agricultural machinery and equipment, occupational health and safety. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	<p>Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N Tel No: (043) 706 7882/ Mr Ndonyela N Tel No: (043) 706 7883.</p> <p>Free State and Northern Cape Region: Ms Mokuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283.</p> <p>KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL Tel No: (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.</p> <p>Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2037/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.</p> <p>Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy Tel No: (021) 559 7929 / Mr S Sikisazane Tel No: (021) 558 0108 / Ms NC Sotyibi Tel No: (021) 558 0518.</p>
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 20/07</u>	:	<u>SECURITY OFFICER: AGRICULTURE (CB 1-3)</u>
<u>SALARY CENTRE</u>	:	R313 521 per annum
	:	<p>Eastern Cape Region: Kirkwood: (Animal Production) (Layers) Ref No: EC 2025/06/09, Middelrift: (Animal Production) (Layers) Ref No: EC 2025/06/10, Mthatha Medium A: (Animal Production) (Layers) Ref No: EC 2025/06/11, Kirkwood: (Beef Cattle) Ref No: EC 2025/06/12, Middelrift: (Abattoir) Ref No: EC 2025/06/13</p> <p>Free State and Northern Cape: Goedemoed (Medium A) Ref No: FSNC 2025/06/08</p> <p>KwaZulu Natal Region: Sevontein: (Dairy Technician) Ref No: KZN 2025/06/07, Sevontein: (Piggery Technician) Ref No: KZN 2025/06/08, Sevontein: (Abattoir Technician) Ref No: KZN 2025/06/09, Sevontein: (Beef Cattle Ref No: KZN 2025/05/10</p> <p>Western Cape Region: Voorberg (Medium A): (Animal Production) (Beef) Ref No: WC 2025/06/10.</p> <p>Limpopo, Mpumalanga and North West: Rustenburg (Mogwase): (Animal Production) Ref No: LMN 2025/06/12, Rustenburg (Losperfontein): (Animal Production) Ref No: LMN 2025/06/13, Rustenburg (Losperfontein): (Egg Production) Ref No: LMN 2025/06/14, Gauteng Baviaanspoort: (Animal Production) Ref No: GP 2025/06/03</p>
<u>REQUIREMENTS</u>	:	Grade 12 and successful completion of the Corrections Science Learnership/Basic Training. Eight (8) years relevant experience for an official performing consistently above average on CB 1-2 OR ten (10) years relevant experience for an average performing official on CB 1-2. Computer literate. A valid driver's licence. Competencies and Attributes: Knowledge of animal production process and agricultural administration. Good communication skills. Project, transformation, change and stakeholder management. Problem solving, analysis and service delivery. Innovation, decision making, people management and empowerment. In- depth understanding of safety and security in a correctional environment. Integrity, honesty, confidentiality and good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Promotion of self- sufficiency and sustainability with regard to agricultural products. Quality assessment of agricultural services. Ensure the development of agricultural services standard in the management area. Manage animal production, agricultural labour, environment, agricultural equipment and occupational safety. Manage human resources, finances and assets. Management of performance information.

<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N Tel No: (043) 706 7882/ Mr Ndonyela N Tel No: (043) 706 7883. Free State and Northern Cape Region: Ms Mokuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283. KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL Tel No: (033) 355 7370/ Mr Khumalo SB Tel No: (033) 033 355 7368. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy Tel No: (021) 559 7929 / Mr S Sikisazane Tel No: (021) 558 0108 / Ms NC Sotyibi Tel No: (021) 558 0518. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2037/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 20/08</u>	:	<u>DRIVER/ MESSENGER REF NO: HO 2025/06/01</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	National Head Office: Office of the National Commissioner
<u>REQUIREMENTS</u>	:	Grade 12. Three (3) years' experience in driving. Completion of an advanced driver's course will be an advantage. Knowledge of the cities in which the functions will be performed. Valid driver's licence. Competencies and Attributes: Knowledge of the procedures to operate a motor vehicle. Knowledge on how to obtain trip authorities, completion of logbooks, obtaining consumables (e.g. petrol) and basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilization of a motor vehicle e.g. how and for what purposes can the motor vehicle be utilized and what are the requirements for the safe storage of the vehicle. Knowledge of the procedures to follow to ensure that the motor vehicle is properly maintained. Plan and organize. Punctuality. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to work under pressure. Good interpersonal relations. Good communication and listening skills. Knowledge of government regulations relating to transport.
<u>DUTIES</u>	:	Drive light and medium motor vehicles to transport the National Commissioner and deliver items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timeously. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the office of the National Commissioner. Collect and deliver documents from the post office. Distribute documents in and outside of the department. Keep accurate record of all official trips. Manage assets.
<u>ENQUIRIES</u>	:	Mr Y Naidoo Tel No: (012) 307 2079/ Ms TP Ngobeni Tel No: (012) 305 8589
<u>NOTE</u>	:	Appointment under the Public Service Act.

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Chief Directorate Human Resource Management, Private Bag X976, Pretoria, 0001, may hand delivered to: Bank of Lisbon Building, 400 Paul Kruger Street, Pretoria, 0001 or email to: dhrcm.staffing@dod.mil.za
- CLOSING DATE** : 30 June 2025 @16h00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POST

- POST 20/09** : **SENIOR SECRETARY GRADE II REF NO: CDHRM/21/20/25 (X3 POSTS)**
Chief Directorate: Human Resource Management
- SALARY** : R228 321 – R268 950 per annum (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum of Grade 12/NQF Level 4. Secretarial experience will be an advantage. Special requirements (skills needed): Language skills and the ability to communicate well with people at different levels. Computer literate (MS Word, Excel and Power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact and discretion.
- DUTIES** : Provide a secretarial support service to the Director. Receive telephone calls and refers the calls to the correct role. Record appointments and events in the diary of the Director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Processes travel and subsistence claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant

documents are received to ensure that the Director endorsed the accommodation prior confirmation. Arrange meetings and events for Director. Book venues, invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meetings of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administers matters like the leave for the Director. Handle the procurement of standard items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Manage the correspondences in and out of the Director's office. Ensure that documents submitted for the Director's approval adhere to set norms and standards. Remain abreast with the procedures and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES

:

Mr M. de Wit Tel No: (012) 339 5316

DEPARTMENT OF ELECTRICITY AND ENERGY

<u>APPLICATIONS</u>	:	can be emailed to: recruitment07@dmre.gov.za quoting reference number DEE RM07/2025.
<u>CLOSING DATE</u>	:	30 June 2025 @ 16:00
<u>NOTE</u>	:	Applications should be accompanied by a comprehensive CV, and less than 6 months certified copies of qualifications and ID. All applications must be accompanied by a Z83 form. Confirmation of final appointment will be subject to a positive security clearance. Applicants who do not comply with the abovementioned requirements, as well as applications received after the closing date will not be considered. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the selection process. Due to the larger number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POST

<u>POST 20/10</u>	:	<u>RISK MANAGEMENT COMMITTEE MEMBERS REF NO: DEE RM07/2025</u> (3 Years Contract)
<u>SALARY</u>	:	In accordance with National Treasury Tariffs
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The Department of Electricity and Energy is looking for the services of competent and qualified individuals to be appointed as independent members of the Department's Risk Management Committee. Depending on their qualification and experience, one of the appointees will be designated as the Chairperson of the Committee. The qualifying applicants must be in possession of a minimum NQF level 8 qualification in any of the following fields: a post-graduate qualification in areas like Risk Management, Accounting, MBA or Auditing (such as CRMA, CIA, CA (SA) along with professional accreditation to professional bodies such as IRMSA, IIA, ISACA or any equivalent. Knowledge in Risk Management, Accounting, Financial Management, Auditing, Information and Communication Technology, Performance Management and Legal Services is required. Five (5) years' experience as a member of an Audit or Risk Management Committee in the public or private sector and additional experience as an Audit or Risk Management Committee Chairperson will be an added advantage. Skills: Beyond the academic and professional qualifications, certain skills are essential for committee members. These include: Analytical thinking: The ability to critically evaluate information and assess risks. Communication: The ability to clearly and effectively communicate issues. Independent judgment: The ability to make objective and unbiased decisions. Courage to challenge: The ability to question assumptions and raise concerns. Knowledge of relevant regulations and frameworks: A thorough understanding of relevant legislations, regulations, and industry standards, such as the Public Finance Management Act, Treasury Regulations, ISO 31000, King Reports, COSO Framework, and the Public Sector Risk Management Framework is a must. Qualifying candidates must exhibit an independence of mind in deliberations and be proactive in advising the Accounting Officer and the Department. Professional approach to duties, including commitment of time and effort, ability to encourage openness and transparency, and ability to work constructively with management is required. Applicants may not be in the employment of the Department of Electricity and Energy and must have no business or personal relationship with the Department.
<u>DUTIES</u>	:	As an advisory Committee to the Accounting Officer in terms of the requirements of the Public Finance Management Act (PFMA) and according to approved guidelines, the Risk Management Committee will: Assist the Chairperson in the effective execution of his/her responsibilities relating to management of risks, with the aim of achieving the organization's objectives. The committee should ensure that risks have been identified, assessed, mitigated and monitored accordingly. The committee will review the appropriateness of risk management processes and governance documents

and make sure that the identified risks are aligned to the Department's strategic objectives. The committee will carry out all its duties according to the approved committee terms of reference.

ENQUIRIES

: Mr Phillip Mphalo Tel No: (012) 406 7467/071 899 0609

DEPARTMENT OF EMPLOYMENT AND LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE

: 30 June 2025 at 16:00 (walk-in) and 00:00 (online)

NOTE

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts's technical and generic requirements. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department, following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and

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

MANAGEMENT ECHELON

<u>POST 20/11</u>	:	<u>CHIEF DIRECTOR: STATUTORY AND ADVOCACY SERVICES REF NO: HR4/25/07/01HO</u>
<u>SALARY</u>	:	R1 436 022 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 and SAQA recognized in Law/LLB. Admitted as an Attorney or Advocate. A valid drivers' licence. Five (5) years' experience at a Senior Management level in Legal or Compliance environment. Knowledge: Public service transformation and management issues, Public Service Act, Ability to convert policy into action, Treasury Regulations, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Corporate governance, Batho Pele principles. Skills: Administration and financial management, Strong leadership, strategic decision-making abilities, Conflict management, Problem solving, Presentation, Negotiation, Verbal and written communication, Good interpersonal relations, Ability to build high-performance teams, Computer literacy, Project management, Change management, Analytical, Innovative.
<u>DUTIES</u>	:	Provide leadership and management service to all processes pertaining to the development and implementation of the Labour Inspection strategy, policies and work-plans. Direct the implementation of Statutory services. Plan, organize, lead and control the strategy for high risk and problematic sectors. Plan, organize, lead and control advocacy and educational strategies. Manage all resources of the Chief Directorate such as Human Resources; Financial Resources; Assets, etc.
<u>ENQUIRIES</u>	:	Ms A Moiloa Tel No: (012) 309 4553
<u>APPLICATIONS</u>	:	The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ21@labour.gov.za

OTHER POSTS

<u>POST 20/12</u>	:	<u>DEPUTY DIRECTOR: PES DELIVERY SUPPORT REF NO: HR4/25/06/08 HO</u>
<u>SALARY</u>	:	R1 059 105 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in the Public/ Business Administration/ Public/ Business Management/ accredited qualification in Project Management. Five (5) years' experience of which two (2) years at Middle Management level and three (3) years functional experience in Monitoring, verification and Reporting environment. A valid driver's licence. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy onto action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Minimum Information Security Standards, PFMA, Monitoring and Evaluation, Diagnosis procedures. Skills: General management, Project management, Financial management, Communication, Interpersonal relation, Leadership, Research, Problem solving, Computer, Analytical, Innovative.
<u>DUTIES</u>	:	Conduct monitoring and verifications to influence the strategic planning of PES and Public entities. Manage monitoring and verification process of the implementation of PES processes and procedures to improve service delivery. Manage the facilitation of customer and stakeholder feedback processes focused on continuously improving service delivery. Conduct monitoring and verification of the efficiency and effectiveness of public entities. Manage all resources of the Sub-Directorate.
<u>ENQUIRIES</u>	:	Dr X Sicwebu Tel No: (012) 309 4382
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ22@labour.gov.za

<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 20/13</u>	:	<u>PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR 4/4/8/932</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Provincial Office: Free State
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor degree (NQF 7) in Electrical Engineering. A valid driver's license. Four (4) years functional experience in Electrical Engineering required. Knowledge: Departmental policies and procedures. Batho Pele Principles, Public Service Act Regulations, OHS Act and Regulations, OHSAS, OHS Standards and OHS Management System.
<u>DUTIES</u>	:	Provide inputs to the development of Electrical Engineering Policies and ensure the implementation of the OHS Strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Electrical Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Electrical Engineering in terms of occupational health and safety. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES</u>	:	Mr M Luxande Tel No: (051) 505 6325
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs3@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>POST 20/14</u>	:	<u>ASSISTANT DIRECTOR: PES DELIVERY SUPPORT REF NO: HR4/25/06/51HO</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Public Administration/Business Administration/Public Management/Business Management. Four (4) years' experience of which two (2) years supervisory level (Senior Admin Officer/Practitioner) two (2) years functional experience in Human Resources. Knowledge: Public Service Regulations and delegations, PFMA, Skills Development Act, National Skills Development strategy, National Qualification framework, Data analysis, HR policies and procedures. Skills: Leadership, Supervisory, Communication, Coordination, Analytical, Decision Making, Report Writing, Facilitation, Presentation.
<u>DUTIES</u>	:	Provide support for monitoring and evaluation to influence the evaluation to influence the strategic planning of PES and public entities. Facilitate and coordinate development of PES strategic documents in line with departmental objectives. Provide secretariat support during strategic workshops. Monitor and evaluate programmes implemented by public entities reporting to PES to determine impact of service delivery. Manage all resources of the division.
<u>ENQUIRIES</u>	:	Dr X Sicwebu Tel No: (012) 309 4382
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ23@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 20/15</u>	:	<u>ASSISTANT DIRECTOR: PES HR AND PERFORMANCE MANAGEMENT REF NO: HR4/25/06/52HO</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	A minimum of three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Public Administration/Business Administration/Public Management/Business Management/Human Resources Management. Four (4) years' experience of which two (2) years supervisory level (Senior Admin Officer/Practitioner), two (2) years functional experience in Human Resources. Knowledge: Public Service transformation and management issues, White Paper on transformation of public Service, Public Service Act, Ability to convert policy into action, Public Service regulations and relevant prescripts, Departmental policies and procedures, corporate

		governance, Batho Pele principles, South African Development Community. Minimum Information Security Standards. Skills: General Management, project Management, Communication, Interpersonal relations.
<u>DUTIES</u>	:	Coordinate the implementation of Human Resource Policies in PES HQ. Coordinate the implementation of performance management system in PES HQ. Provide secretariat services during performance review meetings. Coordinate the implementation of staff capacity building processes in PES HQ. Manage all resources of the unit HR and Performance Management.
<u>ENQUIRIES</u>	:	Ms LMC Kekana Tel No: (012) 309 4656
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ24@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 20/16</u>	:	<u>ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: HR 4/4/8/932</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: Free State
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF6 in Public Administration/Public Management/ Financial Management/ Financial Administration, Fleet/Transport Management, Fleet/ Transport Economics, Business Management, Travel & Tourism Management/ Tourism Management and Logistics Management and Logistics Management. Four (4) years' experience of which two (2) years at Supervisory and two (2) years functional experience in Fleet and or Transport Services & Travel Booking. Valid Driver's Licence. Knowledge: Public Financial Management Act, Departmental policies and procedures, Project Management, Intermediate Human Resources Development, General management, Strategic management, Skills Development Act, LRA & BCEA. National Road Traffic Act. Skills: Leadership, Facilitation, Computer literacy, Presentation, Innovative, Analytical Verbal and written communication, People Management.
<u>DUTIES</u>	:	Monitor compliance with Travel Management & Fleet policies in the province. Monitor asset register of Departmental vehicle within the province. Provide, support and oversee the procurement and operation of the subsidized motor transport scheme. Manage timeous maintenance and repair of vehicles according to the manufacturer specifications. Monitor the implementation of accident processes and procedures in the province. Manage all resources of the Division.
<u>ENQUIRIES</u>	:	Ms N Tokwe Tel No: (051) 505 6204
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs6@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>POST 20/17</u>	:	<u>ASSISTANT DIRECTOR: RESEARCH REF NO: HR4/4/3/2ASDR/UIF (X2 POSTS)</u> (1 Year Contract)
<u>SALARY</u>	:	R468 459 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	A three-(3) year tertiary qualification (NQF Level 6) in Social Sciences/ Public Administration/ Management/ Development Studies. Four (4) years' experience of which two (2) years must be functional experience in Research Management and two (2) years must be supervisory experience Knowledge: Research Management. Surveys. Concept Development. Quality Management. Project Management. Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Intergovernmental Relations Framework Act. Skills: Report writing. Risk Management. Project Management. Financial Management. Diversity Management. Statistical Analysis and Interpretation. Computer Literacy (Strong proficiency in Microsoft Outlook, Word, Excel, and PowerPoint and Statistical Software such as SPSS). Communication. Research Methodology. Conflict Management. Analytical and Creativity. Problem Solving. Presentation. Planning and Organizing.
<u>DUTIES</u>	:	Facilitate the development and the implementation of a Research Agenda for UIF. Coordinate Research Studies for UIF. Facilitate Development

<u>ENQUIRIES APPLICATIONS</u>	:	Programmes and Projects for UIF based on Research findings. Manage Resources (Human, Finance, Equipment/Assets) in the Sub-Directorate.
	:	Mr T Molema Tel No: (012) 337 1673
	:	Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF9@labour.gov.za
<u>POST 20/18</u>	:	<u>SENIOR PRACTITIONER: ANTI-FRAUD AND ANTI-CORRUPTION REF NO: HR4/4/3/1/SPAFAC/UIF</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Unemployment Insurance Fund, Pretoria
	:	A three (3) years' tertiary qualification (NQF Level 6) in Risk Management / Internal Audit / Risk and Security Management / Accounting / Forensic Investigation. Two (2) years' functional experience in anti-fraud and anti-corruption / Risk Management environment. Knowledge: Public Financial Management Act (PFMA). Fraud and Corruption Legislative Framework. Prevention of Organized Crime Act (POCA). Promotion of Access to Information Act (PAIA). Basic Condition of Employment Act (BCEA). Protected Disclosure Act (PDA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relation Act (LRA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Conflict Management. Analytical and Creativity. Time Management. Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing.
<u>DUTIES</u>	:	Implement the departmental anti-fraud and anti-corruption strategies. Identify potential fraud and corruption risks and interventions to manage them. Conduct investigation of fraud and corruption business cases and propose measures to prevent them. Conduct fraud and corruption awareness campaigns. Supervise resources (Human, Finance, Equipment/ Assets) in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr G Phoshoko Tel No: (012) 337 1978
	:	Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF11@labour.gov.za
<u>NOTE</u>	:	African Females, Coloured Males, Indian Males, Indian Females, White Females and Persons with disabilities are encouraged to apply.
<u>POST 20/19</u>	:	<u>SENIOR PRACTITIONER: ORGANISATIONAL DEVELOPMENT REF NO: HR4/4/3/1/SPOD/UIF (X2 POSTS)</u> (1 Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum, plus 37% in lieu of benefits
	:	Unemployment Insurance Fund, Pretoria
	:	A three (3) year tertiary qualification (NQF Level 6) in Management Services / Operations Management /Production Management/Organisational Development. Two (2) years functional experience in Organisational Development (OD) environment. Knowledge: Public Service Act (PSA). Public Financial Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contributions Act (UICA). Employment Equity Act (EEA). Organisational Design. Job Evaluation / Grading System. Work Study Techniques. DPSA Job Profile Guide. Skills: Financial Management. Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation Presentation.
<u>DUTIES</u>	:	Design and review the Organisational structure. Conduct Job Evaluation Process within the fund. Implement Organisational structure, Legislations / Directives. Develop and facilitate the signing of job profiles. Supervise resources in the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SE Mokoena Tel No: (012) 337 1912
	:	Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF14@labour.gov.za
<u>POST 20/20</u>	:	<u>OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/4/5/30</u>
<u>SALARY</u>	:	R397 116 per annum

<u>CENTRE REQUIREMENTS</u>	:	Labour Centre: Ulundi (KZN)
	:	Senior Certificate plus a 3 year recognised qualification at NQF6 in the relevant field, ie. Electrical Engineering. Valid Driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr TJ Nkosi Tel No: (035) 879 8800
	:	Deputy Director: Ulundi Labour Centre, Private Bag X56, Ulundi 3838 Or hand deliver at Unit A Wombe Street, Ulundi. For Online Application: Jobs-KZN3@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 20/21</u>	:	<u>SENIOR ORGANISATIONAL DEVELOPMENT OFFICER REF NO: HR4/25/06/33 HQ</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Head Office: Pretoria
	:	Three year (3) National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Management Services/ Industrial Engineering/ Operations/ Production Management/ Industrial/ Psychology/ Human Resource Management/ Labour Relations. Two (2) years functional experience in Organisational Development/ Effectiveness/ Work Study Services. Knowledge: Basic understanding of policies, regulation, prescripts and legislation, Understanding of efficiency promotion including the development of organisational structure, Understanding of information analysis, Job profile design and Job evaluation, Business Process Management, Organisational Design, DPSA Resolutions and Guidelines, Human Resource Development Policies, Labour Relations Act, Basic Knowledge of Public Financial Management Act. Skills: Organizational and planning, Facilitation, Computer literate, Good communication (verbal and written), Listening, Problem solving, Interviewing, Research, Analytical, Good interpersonal relation.
<u>DUTIES</u>	:	Conduct Organizational Development investigations. Facilitate the development of Job Profiles and reviews for newly created and existing posts in the Department. Conduct Job Evaluation processes within the Department. Conduct Business Processes Improvement. Conduct and provide Change Management processes and interventions in the Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Nkhabelane Tel No: (012) 309 4612
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ25@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 20/22</u>	:	<u>SENIOR TRAINING OFFICER REF NO: HR4/25/03/03/34 HQ</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Head Office: Pretoria

<u>REQUIREMENTS</u>	:	Three (3) National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Human Resources Management/ Development/ Training & Development/ Management of Training/ Public Management. Two (2) years functional experience in Human Resource Development/ Training and Development Services. Knowledge: Departmental policies and procedures, Batho Pele principles, Skills Development Act, Skills Development Levies Act, Compulsory Induction Programme (CIP) Module 1-5, Directive on Youth Development Programmes, Bursary Administration. Skills: Computer Literacy, Analytical skills, Communication skills, Interpersonal Relations, Innovative, Planning and organizing.
<u>DUTIES</u>	:	Implement bursary program. Facilitate and coordinate Compulsory Induction Programme and orientation program. Implement Human Resource Development programs. Implement the Workplace Skills Plan programs (WSP). Administer and implement of Internship Programme.
<u>ENQUIRIES</u>	:	Mr. B Jones Tel No: (012) 309 4974
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ26@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 20/23</u>	:	<u>SENIOR ADMIN OFFICER: ACCOMODATION/FACILITIES REF NO: HR 4/25/05/47HO</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6) in Facilities or Property Management, Public Administration, Public Management or National Diploma in Safety & Disaster Management. One (1) years' experience in office maintenance, procurement of goods and services and contract management. Knowledge: Batho Pele Principles, Regulations (e.g. PFMA, Treasury Regulations), Building Environment, Occupational Health and Safety, Government operations with regard to Facilities Management. Skills: Computer literacy with knowledge of Excel, Communication, Report Writing, Problem Solving, Decision Making, Supervisory.
<u>DUTIES</u>	:	Implement building maintenance services plan within the Department of Employment and Labour Head Office. Maintain the register for state owned buildings. Provide support in monitoring deliverables of the appointed service provider in terms of the Service Level Agreements (SLA). Supervise Human Resources/Staff.
<u>ENQUIRIES</u>	:	Ms R Maloka Tel No: (012) 309 4058
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ27@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 20/24</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL CONTROL REF NO: HR4/25/06/08HO</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6) / Undergraduate Bachelor Degree (NQF7) in Accounting/Financial Management. Two (2) years' experience in finance environment. Knowledge: Departmental policies and procedures, Batho Pele Principles, Training and Development, Budgeting, General Knowledge of Labour legislation, Delegations of Authority, Transversal financial systems Treasury Regulations. Skills: Computer literacy, Analytical, Communication (Verbal and Written), Interpersonal, Supervisory, Problem solving, Report writing, Financial Management, Computer (Word, Excel, PowerPoint, BAS).
<u>DUTIES</u>	:	Compile a response for a Departmental audit queries internal and external. Update financial Delegations and Procedure Manual for Finance. Monitor all documents captured on BAS, PERSAL and LOGIS timeously. Supervise the procurement of goods and services for the Directorate: Financial Management. Supervise and ensure development of sub-ordinates.
<u>ENQUIRIES</u>	:	Mr Johnathan Reddy Tel No: (012) 309 4887

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ28@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 20/25 : **SENIOR STATE ACCOUNTANT: DEDUCTIONS REF NO: HR 4/25/06/10HO (X2 POSTS)**

SALARY : R397 116 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Accounting/ Financial Management. Two (2) years' functional experience in Finance environment. Knowledge: Departmental policies and procedures, Batho Pele Principles, Delegations of Authority, Transversal Financial systems, Performance Management. Skills: Computer skills, Writing, Accounting, Communication and Planning.

DUTIES : Administer service benefits. Render services to subsidised transport and insurance on the subsidised cars. Reconciled suspense accounts. Ensure reconciliations for tax, debtors, PERSAL/BAS, Compensation Fund payments and PERSAL Interface Tape are performed monthly. Supervise the resources in the Sub-Section.

ENQUIRIES : Ms. K Sibanyoni Tel No: (012) 309 4103
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ14@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 20/26 : **SENIOR STATE ACCOUNTANT FINANCIAL COMPLIANCE REF NO: HR 4/25/06/13HO**

SALARY : R397 116 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Accounting/ Financial Management/Auditing. Two (2) years' functional experience in oversight of SOEs/Financial Management/Accounting/Auditing. Knowledge: Applicable legislative and regulatory framework (i.e Labour), Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Organisational and government structures, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), General Recognised Accounting Practices (GRAP). Skills: Planning and organizing, Communication (written and verbal), Problem solving, Leadership, Conflict and Diversity Management, Presentation, Analytical, Financial and Performance Report writing.

DUTIES : Obtain and collate all DEL financial compliance reports and registers. Evaluate and analyse financial compliance reports and registers and provide administration support for inspections and workshops. Ensure and monitor SOE's compliance on corporate governance and perform financial oversight. Evaluate financial statements of industries falling within the Ministerial National Minimum Wages. Manage the effective running of the CFO Online Resource Centre. Supervise the resources in the Sub-Section.

ENQUIRIES : Mr Max Tsotetsi at 067 428 0050
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ14@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 20/27 : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: HR 4/25/06/39HO**

SALARY : R397 116 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Accounting/ Financial Management. Two (2) years' functional experience in Finance environment. Knowledge: Departmental policies and procedures, Batho Pele Principles, Delegations of Authority, Transversal Financial systems, Performance Management, Financial Regulations,

		Treasury Regulations. Skills: Computer literacy, Analytical, Interpersonal, Supervisory, Problem solving, Report writing.
<u>DUTIES</u>	:	Verify and approve all captured transactions on BAS and LOGIS. Request appropriated funds from National Treasury. Clear the PMG interface transactions from BAS. Close the accounting month on BAS. Prepare inputs for inclusion in the IFS and AFS.
<u>ENQUIRIES</u>	:	Mr Johnathan Reddy Tel No: (012) 309 4887
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ16@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 20/28</u>	:	<u>PRINCIPAL TRAINING OFFICER: TRAINING AND DEVELOPMENT REF NO: HR 4/25/06/41HO</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor's Degree (NQF7) in Human Resources Management/ Development, Training and Development or Management of Training. One (1) year functional experience in Human Resource Development/ Training and Development Services. Knowledge: National Skills Development Strategy, Public Service Human Resource Development, Public Service Rules and Regulations, Batho Pele Principles, Internal Policies and Procedures, Computer usage (MS-EXCEL, MS-Word, MS-PowerPoint, MS-Outlook, Internet Search engines). Skills: Time management, Time Management and Stress Management Skills, Interpersonal and Persuasive Communication and skills, Presentation and Training Facilitation, Critical Thinking, Judgement and Problem Solving Skills, Technical Skills (Project Management), Networking, Collaboration and Team Building Skills, Planning, Coordination and Report Writing Skills.
<u>DUTIES</u>	:	Coordinate the implementation of the departmental Bursary Programs. Coordinate Mandatory Human Resource Development (HRD). Coordinate the implementation of the Workplace Skills Plan (WSP). Assist in the implementation of the programme on recognition of improved qualifications. Implementation, monitor and report on all HRD programmes, including bursaries, internships, training and induction, and other HRD programmes as directed.
<u>ENQUIRIES</u>	:	Mr. B Jones Tel No: (012) 309 4974
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ30@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 20/29</u>	:	<u>PRACTITIONER: TRADE CREDITORS REF NO: HR4/4/3/1/SPTC/UIF (X2 POSTS)</u> (1 Year Contract)
<u>SALARY</u>	:	R325 101 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three year Tertiary Qualification (NQF level 6) in Accounting Sciences / Financial Management/ Commerce. 1 year functional experience in Trade Creditors / Accounts Payable environment. Knowledge: Public Finance Management Act (PFMA). Basic Conditions of Employment. Financial Management. Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations, Generally Recognized Accounting Principles (GRAP). General Accepted Accounting Principles (GAAP). Skills: Accounting. Communication. Computer literacy. Time Management. Report Writing. Planning and organizing. Analytical. Creative. Interpersonal.
<u>DUTIES</u>	:	Coordinate the processing of invoices and payments (LAP, S&T, Board & Committees, DEL expenditure claims and suppliers. Authorise payments as per Delegation of Authority. Follow up on rejected payments. Reconcile the Accounts Payable sub – module against the General Ledger. Supervise resources (Human, Financial, Equipment/Assets) in the section.
<u>ENQUIRIES</u>	:	Ms TC Mkhwanazi Tel No: (012) 337 1483
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. email:Jobs-UIF15@labour.gov.za

<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>POST 20/30</u>	:	<u>INSPECTOR REF NO: HR 4/4/8/937</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Bloemfontein Labour Centre -Free State
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification at NQF6 in Labour Relations/ BCOM Law/ LLB. Valid driver's Licence, No experience required. Knowledge: Departmental policies and procedures. Skills Development Act Labour Relations Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and organising (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal Skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written Communication skills, Employment Equity.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislation. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr M Ndlela Tel No: (051) 505 6200
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs8@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>POST 20/31</u>	:	<u>UI CLAIMS OFFICER (X67 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Dundee Labour Centre Ref No: HR4/4/5/33 (X6 Posts) Estcourt Labour Centre Ref No: HR4/4/5/34 (X5 Posts) Kokstad Labour Centre Ref No: HR4/4/5/35 (X6 Posts) Ladysmith Labour Centre Ref No: HR4/4/5/36 (X5 Posts) Newcastle Labour Centre Ref No: HR4/4/5/37 (X5 Posts) Greytown Satellite Office Ref No: HR4/4/5/38 (X4 Posts) Pinetown Labour Centre Ref No: HR4/4/5/39 (X2 Posts) Port Shepstone Labour Centre Ref No: HR4/4/5/40 (X3 Posts) Richards Bay Labour Centre Ref No: HR4/4/5/41 (X1 Post) Richmond Satellite Office Ref No: HR4/4/5/42 (X6 Posts) Stanger Labour Centre Ref No: HR4/4/5/43 (X4 Posts) Ulundi Labour Centre Ref No: HR4/4/5/44 (X4 Posts) Jozini Satellite Office Ref No: HR4/4/5/45 (X6 Posts) Verulam Labour Centre Ref No: HR4/4/5/46 (X3 Posts) Vryheid Labour Centre Ref No: HR4/4/5/47 (X5 Posts) Pongola Satellite Office Ref No: HR4/4/5/48 (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12/Senior Certificate. Experience: 0 to 6 months. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental Policies and procedures, Customer Care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.
<u>DUTIES</u>	:	Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set times frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.
<u>ENQUIRIES</u>	:	Ms T Khumalo Tel No: (034) 212 2421 Dundee Ms J Fakazi Tel No: (036) 352 7767 Estcourt Mr S Ngqoza Tel No: (039) 727 2140 Kokstad Ms L Radebe Tel No: (036) 638 1900 Ladysmith Mr S Pillay Tel No: (034) 312 3334 Newcastle Mr M September Tel No: (033) 341 5300 Greytown Satellite Office Mr B Gwala Tel No: (031) 701 7740 Pinetown Mr S Biyase Tel No: (039) 682 2406 Port Shepstone Mr I Ximba Tel No: (035) 760 1614 Richards Bay

Mr P Mtolo Tel No: (033) 212 2768 Richmond Satellite Office
 Ms S Mkhize Tel No: (032) 551 7300 Stanger
 Mr T Nkosi Tel No: (035) 879 8800 Ulundi
 Mr T Nkosi Tel No: (035) 879 8800 Jozini Satellite Office
 Mr B Zondi Tel No: (032) 541 5600 Verulam
 Mr F Dladla Tel No: (034) 980 8916 Vryheid
 Mr F Dladla Tel No: (034) 980 8916 Pongola Satellite Office

APPLICATIONS

: Deputy Director: **Dundee Labour Centre**, PO Box 445, Dundee 3000 Or hand deliver at 63 Victoria Street, Dundee. For Online Applications Email to: Jobs-KZN4@Labour.gov.za
 Deputy Director: **Estcourt Labour Centre**, P O Box 449, Estcourt 3310 Or hand deliver at 75 Phillip Street, Estcourt. For Online Applications Email to: Jobs-KZN6@Labour.gov.za
 Deputy Director: **Kokstad Labour Centre**, PO Box 260, Kokstad 4700 Or hand deliver at 59 Hope Street, Kokstad. For Online Applications Email to: Jobs-KZN1@Labour.gov.za
 Deputy Director: **Ladysmith Labour Centre**, Private Bag X9925, Ladysmith 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN5@Labour.gov.za
 Deputy Director: **Newcastle Labour Centre**, PO Box 985, Newcastle 2940 Or hand deliver at 29 Scott Street, Newcastle. For Online Applications Email to: Jobs-KZN20@Labour.gov.za
 Deputy Director: **Pietermaritzburg Labour Centre**, P/Bag X9048, Pietermaritzburg 3200 Or hand deliver at 370 Langelibalele Street, Pietermaritzburg. For Online Applications Email to: Jobs-KZN12@Labour.gov.za (For Greytown Satellite Office)
 Deputy Director: **Pinetown Labour Centre**, PO Box 1025, Pinetown 3610 Or hand deliver at 49 Kings Road, Pinetown. For Online Applications Email to: Jobs-KZN11@Labour.gov.za
 Deputy Director: **Port Shepstone Labour Centre**, PO Box 379, Port Shepstone 4240 Or hand deliver at 17 Bisset Street, Port Shepstone. For Online Applications Email to: Jobs-KZN23@Labour.gov.za
 Deputy Director: **Richards Bay Labour Centre**, P/ Bag X20033, Empangeni 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Online Applications Email to: Jobs-KZN28@Labour.gov.za
 Deputy Director: **Richmond Labour Centre**, PO Box 852, Richmond 3780 Or hand deliver at 60 Shepstone Street, Richmond. For Online Applications Email to: Jobs-KZN2@Labour.gov.za
 Deputy Director: **Stanger Labour Centre**, PO Box 138, Stanger 4450 Or hand deliver at 12 Cator Street, Stanger. For Online Applications Email to: Jobs-KZN10@Labour.gov.za
 Deputy Director: **Ulundi Labour Centre**, Private Bag X56, Ulundi 3838 Or hand deliver at Unit A Wombe, Street Ulundi. For Online Applications Email to: Jobs-KZN3@Labour.gov.za
 Deputy Director: **Ulundi Labour Centre**, Private Bag X56, Ulundi 3838 Or hand deliver at Unit A Wombe, Street Ulundi. For Online Applications Email to: Jobs-KZN3@Labour.gov.za (For Jozini Satellite Office)
 Deputy Director: **Verulam Labour Centre**, PO Box 1144, Verulam 4340 Or hand deliver at 13 Wick Street, Verulam. For Online Applications Email to: Jobs-KZN30@Labour.gov.za
 Deputy Director: **Vryheid Labour Centre**, PO Box 430, Vryheid 3100 Or hand deliver at 99 Landrose Street, Vryheid. For Online Applications Email to: Jobs-KZN29@Labour.gov.za
 Deputy Director: **Vryheid Labour Centre**, PO Box 430, Vryheid 3100 Or hand deliver at 99 Landrose Street, Vryheid. For Online Applications Email to: Jobs-KZN29@Labour.gov.za (For Pongola Satellite Office)

POST 20/32

: **SENIOR ACCOUNTING CLERK: TRADE CREDITORS REF NO: HR4/4/3/1SACTC/UIF (X3 POSTS)**
 (1 Year Contract)

SALARY CENTRE REQUIREMENTS

: R228 321 per annum, plus 37% in lieu of benefits
 : Unemployment Insurance Fund, Pretoria
 : National Senior Certificate (Grade 12). No experience required. Knowledge: Public Finance Management Act (PFMA). Financial Management. Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations. Generally Recognized Accounting Principles (GRAP). Generally Accepted

	Accounting Principles (GAAP). Relevant Financial Systems (AxOne, BAS, etc). HR Systems (PERSAL). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills Accounting. Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and organising. Analytical. Creativity. Financial Management
<u>DUTIES</u>	: Render the processing of invoices. Update and ensure clearing of accounts, accruals and provisions and record expenses in the correct period. Compile all reconciliation and report / investigate deviations from the norm. Verify all expenses accounts on a monthly basis and report / investigate deviations from the norm.
<u>ENQUIRIES</u>	: Mr V Nefale Tel No: (012) 337 1470
<u>APPLICATIONS</u>	: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF16@labour.gov.za
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Management, UIF

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(MOTHEO TVET COLLEGE AND GERT SIBANDE TVET COLLEGE)**

OTHER POSTS

<u>POST 20/33</u>	:	<u>CENTRE MANAGER REF NO: MOT/CM-INC/2025</u> (5 Year Performance based contract SEDA funded)
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Centre For Entrepreneurship and Rapid Incubator
<u>REQUIREMENTS</u>	:	3-year Tertiary Qualification in Enterprise Development, and/or Entrepreneurship or Business Management and Project Management. 5 or more experience in enterprise development. Proven Experience in innovation and technology-driven industry or organization. A Valid Driver's License. Competencies: Experience in assessing viability and sustainability of small enterprises. In-depth understanding of SMME's and Business Incubation Industry. Advanced Computer Literacy (Microsoft Office and MS Projects). Knowledge and Experience in Entrepreneurship. Knowledge and Experience in Budget. Expertise in Business Management.
<u>DUTIES</u>	:	Research, Manage and implement the business planning process and possible projects to be executed by the college. Conduct research, analyses relating to the performance in implementing the entrepreneurship programme. Oversee the development and delivery of skills programmes/short courses to emerging entrepreneurs through current college curriculum. Initiate community-based entrepreneurship programmes to capacitate local SMEs. Market the Centre for Entrepreneurship. Manage the business incubation facilities and programmes at the Centre as well as the SEDA funded projects. Research and coordinating strategies to support entrepreneurial efforts in targeted areas, including compiling and analyzing data. Responsible for the overall strategy for start-up service programmes to identify opportunities to establish new programmes. Manage Incubator Facilities, staff and associated budget. General Administrative tasks such as management /oversight of local incentive agreements, project management, site visits to gather industry intelligence. Development / promotion of small business services and programmes, including presentations to relevant private and public stakeholders. To promote the awareness and the mission of the incubator and assigned college projects.
<u>ENQUIRIES</u>	:	Mr MJ Ntsane/Ms NP Nameka/Ms MD Lebeko Tel No: (051) 014 7850/1184/1178
<u>APPLICATIONS</u>	:	Please forward applications to: Email recruitment@motheo.tvet.edu.za or hand deliver at the following address, The Principal Motheo TVET College, C/o Aliwal & St Georges Streets, Private Bag X20509, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Mr MD Mokhobo
<u>NOTE</u>	:	Applications are invited from suitably qualified people for the following Department of Higher Education and Training (Motheo TVET College), college council fixed term contract position: Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or DPSA website (www.dpsa.gov.za) and a detailed Curriculum Vitae. Certified copies of an ID, valid driver's license (where applicable), and all other relevant documents will only be requested on or before interview date. Foreign qualifications must be accompanied by a SAQA (South African Qualification Authority). Immigrants should apply for work permits before assumption of duty. Correspondence will be limited to shortlisted candidates. Successful candidates will be subjected to security screening and may be required to work at other places as may reasonably be requested by the college. People with disability are encouraged to apply. The College has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date they must accept that their applications were unsuccessful
<u>CLOSING DATE</u>	:	30 June 2025 (No late applications will be accepted)
<u>POST 20/34</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM REF NO: GSC49/2025</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10), (plus benefits)
<u>CENTRE</u>	:	Central Office

<u>REQUIREMENTS</u>	:	A Degree or Diploma (NQF Level 6), backed by a professional qualification in Education, A minimum of three (3) years' work experience in teaching and Learning at TVET sector, Experience in Occupational Programmes will be an advantage, A valid driver's licence. Knowledge: Knowledge of PSET and CET Act, Knowledge of Teaching and Learning, Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, and Labour Relations Act, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector knowledge of Education Act. Skills: Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership · Planning and organizing.
<u>DUTIES</u>	:	Manage curriculum management and administration, Oversee academic management services, Ensure the provision of guidance for the improvement curriculum content and delivery based on engagement with public and private industry stakeholders, Provide learning materials, Management of all Human, Financial and other resource of the unit, Ensure the implementation of blended learning practice in collaboration with the campus management team, Plan and oversee monitoring activities of all the curriculum and Occupational (QCTO)programs Provide academic support to all lecturing staff, Give support in preparation for QCTO Monitoring.
<u>ENQUIRIES</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>APPLICATIONS</u>	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>NOTE</u>	:	Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post• Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications •Late and incomplete applications will not be considered •Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.
<u>CLOSING DATE</u>	:	04 July 2025 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
<u>POST 20/35</u>	:	<u>SENIOR LABOUR RELATIONS OFFICER REF NO: GSC50/2025</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08), (plus benefits)
<u>CENTRE</u>	:	Central Office - Standerton
<u>REQUIREMENTS</u>	:	A Degree/National Diploma (NQF Level 6) in Labour Relations or Human Resource Management or Employment Relations or Equivalent Qualifications. A minimum of two (2) years' work experience in Labour Relations or Human Resource Management, A valid Driver's Licence, PERSAL Certificate will be an advantage. Knowledge: Knowledge of Labour Relations Act, Public service legislations and policies related to Human Resource Management, Knowledge of implementing PSCBC and GPSSBC resolutions, Knowledge and understanding of bargaining process, grievance and dispute resolutions process, Sound knowledge of labour Relation statutes, Sound knowledge of International Labour Organization (ILO). Skills: Investigations and negotiations,

		Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management, Conducting investigations, Presentation skills, Knowledge and understanding of the TVET/CET Administration, Knowledge and understanding of the Higher Education sector (PSET and CET).
<u>DUTIES</u>	:	Ensure overall supervision and proper implementation of labour relations guidelines and processes, Ensure overall supervision and proper implementation on resolution of disciplinary cases, grievance and dispute processes, Ensure overall supervision and proper implementation of misconduct case processes, Ensure overall supervision and proper implementation of collective bargaining and dispute resolutions , Ensure overall supervision and represent the employer and monitor the implementation of litigation outcomes, Ensure overall supervision and sound employment relationships, Ensure overall supervision and monitor PERSAL and database on grievance, disputes, misconduct and collective bargaining, Supervise human, physical, financial and other resources.
<u>ENQUIRIES</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>APPLICATIONS</u>	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>NOTE</u>	:	Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPISA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.
<u>CLOSING DATE</u>	:	04 July 2025 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
<u>POST 20/36</u>	:	<u>HR PRACTITIONER REF NO: GSC51/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Central Office - Standerton
<u>REQUIREMENTS</u>	:	A Degree or National Diploma (NQF Level 6) in Human Resource Management/Development or Equivalent Qualification, A minimum of one (1) year work experience in Human Resource Development/Management Environment, A valid Driver's Licence. Knowledge: Knowledge of White Paper on PSET Act, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge and understanding of TVETMIS, and ITS, Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development, Knowledge of Skills Development Act, Public Service Regulations. and Public Service Act, Labour Relations Act. Skills: Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management.

<u>DUTIES</u>	:	Process bursaries in line with the departmental policy, Coordinate the implementation of Internship and Learnership Programmes, Facilitate the development of job descriptions, Supervise the implementation of Pension, Supervise the Application, Capturing and Management of leave, Ensure that attendance registers correspond with leave captured on ITS and Persal, Implement leave reconciliation on monthly basis, Ensure College is compliance with Determination of Leave /Leave policy, Supervise the Capturing of Pension on PCM System, Supervise all the terminations of the College and ensure effective implementation, Supervisor the implementation of housing and medical aid, Supervise the implementation of long service recognition, Resolve all leave challenges, Implement all training and development programmes in line with approved plans
<u>ENQUIRIES</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>APPLICATIONS</u>	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>NOTE</u>	:	Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.
<u>CLOSING DATE</u>	:	04 July 2025 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
<u>POST 20/37</u>	:	<u>BURSARY OFFICER (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Ermelo Campus Ref No: GSC52/2025 Central Office Ref No: GSC53/2025
<u>REQUIREMENTS</u>	:	A Degree or National Diploma (NQF Level 6) in Financial Management or Equivalent Qualification, A minimum of one (1) year work experience in Financial Management or Bursary Management, A valid Driver's licence. Knowledge: Knowledge of CET and PSET, Knowledge of PSA and PSR, 2016, Knowledge of PFMA and Departmental policies, Knowledge of ITS, Basic knowledge of practices as well as the ability to capture data, operate computer and collate financial statistics, Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual), Knowledge of basic financial operating systems (ITS etc.). Skills: Computer skills• Planning and organizing, Language, Good verbal and written communication• Basic numeracy skills, Ability to perform routine tasks, Ability to operate office equipment, Flexibility, Interpersonal Relations, Accuracy.
<u>DUTIES</u>	:	Coordinate student bursary schemes and financial aid administrative support services, Administer the bursary and financial aid schemes application processes in line with NSFAS guidelines, funder MOU/SLA and policies, Create bursary fund on the ITS system, Create bursary applications and Estimates on ITS system, Coordinate the authorization of disbursement funds, Facilitate of

		other financial aid schemes i.e WRSETA, HWSETA etc, Allocate bursary remittances on the ITS System, Assist in Audit , Reconcile the financial aid accounts, And any other related duties.
<u>ENQUIRIES</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>APPLICATIONS</u>	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>NOTE</u>	:	Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.
<u>CLOSING DATE</u>	:	04 July 2025 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
<u>POST 20/38</u>	:	<u>CAMPUS ADMINISTRATOR: SIBANESETFU CAMPUS REF NO: GSC54/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Dundonald and Perdekop
<u>REQUIREMENTS</u>	:	A Degree/Diploma (NQF Level 6) in Public Administration or Office Management and Technology or Public Management or equivalent qualification. A minimum of one (1) year work experience in Administration environment. Knowledge: Knowledge of office administration, Knowledge of Public Service legislations and policies, Knowledge and understanding of the TVET/CET Administration, Understanding of the Higher Education sector, Understanding Cost centre budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Public Financial Management Act, Batho Pele Principles and any other related legislation. Skills: Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.
<u>DUTIES</u>	:	Render administrative support services; Draw up a campus enrolment plan for both NCV and report 191, Gather departmental information and compile a report for A-TEAM and Campus Management, Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required, Provide other secretarial support services to campus management, Administer and coordinate human resource services, Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office, Coordinate all relevant documentation pertaining to disciplinary cases and grievances. Follow up and resolve all human resource administration queries and issues emanating from campus staff, Maintain human resource records administration, Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures, Support the implementation, college staff wellness programme at campus level, Provide procurement services; Recommend

purchase requisitions to Campus Manager, Draft procurement memo. Complete requisition form, Receive goods and services, Coordinate and submit invoices to central office for processing. Verify the correctness of goods and services supplied against the appropriate documentation, Follow-up on campus requisitions made, Maintain a proper filing system, Maintain files for all campus staff, Filing of all relevant documentation according to QMS requirements and national achieve Act, Keep record of postage received from central office and ensure that the distribution is done accordingly and register is kept by the relevant official, Administer student registration and examination process; Assist in the registration of students. Store student portfolios of evidence and student records, Scan documents of students, Capture and reconcile information for students, Ensure data exceptions and corrections, Process the details of applications for programmes and credits, Coordinate the student registration process, Coordinate the examination process.

**ENQUIRIES
APPLICATIONS**

: Mr BJ Dlongolo Tel No: (017) 712 9040
:
: The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.

**FOR ATTENTION
NOTE**

: Mr BJ Dlongolo Tel No: (017) 712 9040
:
: Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.

CLOSING DATE

: 04 July 2025 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 20/39

: **CAREER GUIDANCE OFFICER REF NO: GSC55/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum (Level 07), (plus benefits)
:
: Standerton Campus
:
: A Bachelor's degree or National Diploma (NQF Level 6) in Psychology or Social Science or Equivalent Qualifications, A minimum of one (1) year work experience in Career Development/Guidance and Counselling or Relevant Environment. Knowledge: Knowledge of career guidance, Knowledge of career counselling, Knowledge of career exhibitions, PSET and CET Act, Public Service prescripts, Industrial operation, Identification of opportunities in the market, Labour Market, Opportunity linkages with industries. Skills: Excellent Communication (oral and written), Networking, Negotiation, Research, Interpersonal, Planning, Organising, Computer, Placement, A valid driver's license.

DUTIES

: Provide career guidance and testing of prospective students (in collaboration with the registration unit) , Provide academic and individual counselling sessions to students, Coordinate and provide career exhibition services, Implement programmes to coach, mentor and develop student job readiness, Provide student liaison services at the campus, Provide welfare support to students by liaising between stakeholders/persons, Prepare weekly and monthly reports, Assist students as and when required, Assist with student

		support activities plan including sports, arts and culture and related activities, Ensure that there is continuous awareness and level knowledge in HIV/AIDS to students, Address socio-economic student matters appropriately including substance and other relevant matters, Placement of students at relevant work places, SRC management, elections and student affairs, Any other reasonable task as requested by the supervisor or the superior
<u>ENQUIRIES</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>APPLICATIONS</u>	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>NOTE</u>	:	Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if driver's licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.
<u>CLOSING DATE</u>	:	04 July 2025 (at 13h00 sharp) all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
<u>POST 20/40</u>	:	<u>STUDENT LIASON OFFICER REF NO: GSC56/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Standerton Campus
<u>REQUIREMENTS</u>	:	A Degree/Diploma (NQF Level 6) in Social Science or Education or Psychology or Equivalent Qualification, A minimum of one (1) year work experience in Student Support Services or Education/Teaching and learning Environment or Related field, , A valid driver's licence. Knowledge: Proven Knowledge of Public Sector, Knowledge of TVET environment, Proven knowledge of Psychology, Teaching Background, Public Service Framework, Public Service Act, Public Service Regulations, Public Financial Management Act, Treasury regulations, Batho Pele Principle. Skills: Computer literacy(MS Word, MS Excel, MS PowerPoint), Administrative, communication and listening, Excellent project management, Problem solving and analytical skills, Confidence and energy to build rapport, Ability to prioritise, work independently and meet deadlines, Flexibility to occasionally work out of hours, Strong eye for detail, Lecturing experience in the fundamental programmes will be a requirement, Good team worker.
<u>DUTIES</u>	:	Provide student liaison services at the campus. Guide students and path their careers. Manage the induction of the students at the campus, Provide welfare support to students by liaising between stakeholder/persons, Prepare weekly and monthly reports, Assist students as and when required, Assist with academic support plan for identified students, Guide students to make the right decision and improve their performance, Ensure that there is continuous awareness and level of knowledge in HIV/AIDS to students, Address socio-economic student matters appropriately including substance and other relevant matters, Promote regular attendance of students and monitor the attendance register, Conduct home visits when necessary and interview/counsel students, staff, families and other relevant stakeholders in order to identify contributing

		factors associated with low attendance concerns, Support student, families by establishing and delivering absence reduction programmes, Manage the fundamentals support programmes, peer educator programmes in the student support centre at campus , Management of application and placement process.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION NOTE</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
	:	Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.
<u>CLOSING DATE</u>	:	04 July 2025 (at 13h00 sharp) all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
<u>POST 20/41</u>	:	<u>MARKETING CLERK REF NO: GSC57/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (plus benefits)
	:	Central Office - Standerton
	:	Grade 12 with Computer or NCV Level 4 Certificate in Marketing, A minimum of one (1) year work experience in Marketing and Communication Environment, will be an added advantage. Knowledge: Knowledge of Social media practice and channels, Knowledge and understanding of stakeholder management, understanding of the importance of branding and applying across a range of channels, Knowledge of event management, Knowledge and understanding of website maintenance. Skills: Planning and organising, Administration, Financial management, Report writing, Communication and Interpersonal, Problem solving, Computer literacy, Client Oriented, Project management, Team leader.
<u>DUTIES</u>	:	Handle college media platforms e.g. (Facebook, Twitter, Instagram), Ensure that college social media platforms are updated on regular basis, Liaise with campuses to ensure that college social media platforms reflect all sites, Monitor the college website, Collect press clipping from print media publications, the collection of data from online information sources, Archive all the press clippings and send clipping to management weekly, Conduct quarterly surveys around targeted groups, Compile reports on the survey for purpose of section presentation, Utilise the findings of surveys to implement stronger techniques around weak zones, Assist with day to day running of the section- decrease workload and help the team meet deadlines.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION NOTE</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
	:	Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-

related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.

CLOSING DATE : 04 July 2025 (at 13h00 sharp) all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 20/42 : **MARKETING CLERK REF NO: GSC58/2025**

SALARY : R228 321 per annum (Level 05), (plus benefits)
CENTRE : Central Office - Standerton
REQUIREMENTS : Grade 12 with Computer or NCV Level 4 Certificate in Marketing, N6 Certificate in Marketing or Public Relations will be an advantage, A minimum of one (1) year work experience in Marketing and Communication Environment, will be an added advantage. Knowledge: Knowledge of Social media practice and channels, Knowledge and understanding of stakeholder management, understanding of the importance of branding and applying across a range of channels, Knowledge of event management, Knowledge and understanding of website maintenance. Skills: Planning and organising, Administration, Financial management, Report writing, Communication and Interpersonal, Problem solving, Computer literacy, Client Oriented, Project management, Team leader.

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

ENQUIRIES : Mr BJ Dlongolo Tel No: (017) 712 9040
APPLICATIONS : The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.

FOR ATTENTION : Mr BJ Dlongolo Tel No: (017) 712 9040
NOTE : Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as

		<p>unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.</p>
<u>CLOSING DATE</u>	:	04 July 2025 (at 13h00 sharp) all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
<u>POST 20/43</u>	:	<u>FINANCE CLERK REF NO: GSC59/2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), (plus benefits)
<u>CENTRE</u>	:	Perdekop Campus
<u>REQUIREMENTS</u>	:	<p>Matric (Grade 12) certificate with Accounting or Level 4 Certificate in Finance, Economics and Accounting, A minimum one (1) year work experience in Finance Environment will be an advantage, Driver's licence will be an added advantage. Knowledge: Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, PSA, PSR, Financial Manual), Knowledge of basic financial operating systems (ITS etc.). Skills: Strong administration skills, innovative thinking and problem-solving skills, Ability to perform accurately and methodically under pressure, Sound interpersonal relations and a pleasant telephone personality, Good planning organizational skills, Thoroughness, honesty, integrity and willingness to work hard, coupled with work pride, Appropriate verbal and written communication skills, Ability to interpret directives, Computer literacy.</p>
<u>DUTIES</u>	:	Provide support in monitoring the budget of the Campus, Administer petty cash for the Campus, Monitor office orders, Verify invigilators and registration appointment requests against timetables and do calculations, Complete S&T, reconciliations and payment forms, Order stationery and office equipment for the Campus, Keep register in the unit for all invoices, payments, petty cash, Compile payroll for the campus and conduct monthly reconciliation.
<u>ENQUIRIES</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>APPLICATIONS</u>	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>NOTE</u>	:	<p>Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.</p>
<u>CLOSING DATE</u>	:	04 July 2025 (at 13h00 sharp) all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
<u>POST 20/44</u>	:	<u>HUMAN RESOURCE CLERK REF NO: GSC60/2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), (plus benefits)

<u>CENTRE REQUIREMENTS</u>	:	Central Office - Standerton
	:	Grade 12 Certificate with Computer or NCV Level4 relevant qualifications, A minimum of one (1) year work experience in Human Resource Environment will be an advantage, A valid Driver's Licence will be an added advantage. Knowledge: Knowledge of HRM processes and practices, knowledge of Public Service Act, Knowledge of Recruitment processes, Knowledge of performance management processes, Knowledge of PERSAL will be an added advantage. Skills: Human Resource Administration and Development, Investigations and negotiations, Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management, Presentation skills.
<u>DUTIES</u>	:	Assist in the provision of conditions of service and Human Resource Records, Render support in the provision of recruitment and selection processes, capture leave on ITS System, capturing of pension claims on the PCM system. Capture Pension, Housing Allowance and Long Service benefits etc. in accordance with the Regulator's Conditions of Service Policy, Capture all signed contract of employment forms on salary levels 2 to 8 on a database, Assist in processing employee leave and maintaining staff files (employment contracts, details, leave forms etc.) •Receive and process all termination paperwork and terminate employees as and when required, Assist with enquiries relating to the Pension Fund and Medical Aid, File and safe keep Human Resource Records in line with the Records Management Systems, Source and consolidate records required for auditing purposes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION NOTE</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
	:	Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.
<u>CLOSING DATE</u>	:	04 July 2025 (at 13h00 sharp) all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
<u>POST 20/45</u>	:	<u>GROUNDSMAN (X9 POSTS)</u>
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02), (plus benefits)
	:	Central Office Ref No: GSC61/2025 (X1 Post)
	:	Ermelo Campus Ref No: GSC62/2025 (X1 Post)
	:	Standerton Campus Ref No: GSC63/2025 (X2 Posts)
	:	Evander Campus Ref No: GSC64/2025 (X3 Posts)
	:	Sibanesetfu Campus Ref No: GSC65/2025 (X1 Post)
	:	Balfour Campus Ref No: GSC66/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 Certificate (Standard 8). Knowledge: Knowledge of repetitive tasks, Knowledge of facilities policies, Knowledge of relevant, legislation, prescripts,

		<p>policies and procedures, Knowledge of hygiene, Storage requirement. Skills: Knowledge of repetitive tasks, Knowledge of facilities policies, Knowledge of relevant legislation, prescripts, policies and procedures, Knowledge of hygiene, Storage requirement, Basic maintenance skills, The ability, health and energy to perform strenuous tasks that require hard physical labour, Ability to work under pressure.</p>
<u>DUTIES</u>	:	Maintain premises and surroundings, Clean premises, surroundings and empty dirt bins. Maintain the garden, Watering the garden, Prune and trim flowers and trees, Mow the grass, Remove weeds and garden refuse, apply insecticides and cultivate the soil for trees and flowers, Maintain gardening equipment and tools, Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools, Wash college vehicles, Loading, off-loading and movement of goods, stock and assets.
<u>ENQUIRIES</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>APPLICATIONS</u>	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>NOTE</u>	:	Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.
<u>CLOSING DATE</u>	:	04 July 2025 (at 13h00 sharp) all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
<u>POST 20/46</u>	:	<u>CLEANERS (X4 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02), (plus benefits)
<u>CENTRE</u>	:	Central Office Ref No: GSC67/2025 (X2 Posts) Ermelo Campus Ref No: GSC68/2025 (X1 Post) Perdekop Campus Ref No: GSC69/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 Certificate (Standard 8). Knowledge: Knowledge of repetitive tasks, Knowledge of facilities policies, Knowledge of relevant, legislation, prescripts, policies and procedures, Knowledge of hygiene, Storage requirement. Skills: Reading, Operating equipment, Communication, Communication (verbal and written), People management, Office management and administration, Analytical, Computer literacy, Problem-solving, Planning and organizing, Disciplined.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms, Dusting and waxing office furniture , Sweeping, scrubbing, mopping and waxing floors, Vacuuming and shampooing floors, Cleaning wall, windows and floors, Emptying and cleaning of dirt bins, collecting and removing of waste papers and freshen the office areas, Cleaning Clean general kitchens by:, refilling hand wash liquid soap, Replace toilet papers hand towels and refreshers, Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines (microwares, vacuum cleaner, any other general work.

Mr BJ Dlongolo Tel No: (017) 712 9040
The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.

Mr BJ Dlongo Tel No: (017) 412 9040

Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.

04 July 2025 (at 13h00 sharp) all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Applications must be submitted online at <https://eRecruitment.dha.gov.za> or send to the correct email address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed.
- CLOSING DATE** : 04 July 2025
- NOTE** : Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za (citing the correct post number and job title) a comprehensive CV, (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission limited to 2.5MB in size (for emailed applications). Shortlisted candidates are required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and details of current earnings as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). In order to be considered for appointment into Senior Management (SMS) posts, applicants potentially considered suitable are required to complete the online "Pre-entry Certificate for entry into the Senior Management Services" course; obtainable at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Once appointed, the entering into of an employment contract (for SMS posts), serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, ONLY.

MANAGEMENT ECHELON

- POST 20/47** **CHIEF DIRECTOR: EMPLOYEE RELATIONS, HEALTH AND WELLNESS**
REF NO: HRMC 25/25/1
- SALARY** : R1 436 022 - R1 716 933 per annum (Level 14), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office, Tshwane, Branch: Human Resources Management and Development.
- REQUIREMENTS** : An undergraduate qualification in Labour Law or Labour Relations or Human Resources or Industrial - or Organisational Psychology or Public Management, or a related field at NQF Level 7 as recognised by SAQA. A minimum of 5 years' experience at a senior management level (strategic management level). Extensive experience in Employee Engagement Operations, Collective Bargaining, Dispute Resolution Structures, and Labour Court processes. Proven experience in drafting and interpreting collective agreements. Comprehensive and advanced knowledge of the Labour Relations Act and the broader Labour Relations Legislative Frameworks. Knowledge of Employment Equity, Employee Health and Wellness and Diversity Management Frameworks. Sound knowledge of the Public Service Act, Public Administration Management Act and Public Finance Management Act. Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Demonstrated experience in project management, organisational transformation, and the implementation of online / digital case management systems. A valid drivers' license and willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate

upon appointment. Required skills and competencies: Advanced Labour Relations or Labour Law acumen, with the ability to interpret, apply and lead within a complex regulatory and policy environment. Diagnostic and analytical capability to assess intricate workplace dynamics and formulate actionable responses. Exceptional problem-solving skills, with the ability to manage an lead complex, multifaceted processes and programs under pressure. Strong multi-tasking abilities, with the capacity to manage cross-functional demands simultaneously. People management skills that combine high courage and high consideration to drive individual and team performance. Advanced report writing and policy drafting skills; with the ability to translate analysis into clear strategic documents. Competence in managing external legal advisors / attorneys and providing accurate, strategic instructions. Capability to represent the Department competently in bargaining forums, dispute platforms, and sectoral engagements. Excellent communication, negotiation, and conflict resolution skills. Strategic planning, innovation, and decision-making capabilities. Digital acumen to lead modernisation and transformation initiatives in the Chief Directorate. Individual Orientation: A proactive and solutions-focused leader. A person of high integrity with a zero tolerance for corruption. Demonstrated ethical leadership and sound judgement. Committed to continuous learning, collaboration and transformation. Anchored in public service values and driven by good intent.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Lead and manage all Labour Relations processes, including misconduct, disciplinary matters, grievances, disputes, appeals, industrial action, and collective bargaining. Represent the Department in national and departmental bargaining structures and other dispute resolution forums. Ensure competent legal representation in disciplinary hearings, arbitration processes, and Labour Court proceedings. Oversee the development and implementation of strategic frameworks for Employee Health and Wellness, Transformation and Gender, and Diversity Management / Equality programmes. Facilitate constructive stakeholder engagement and collaboration across internal and external partners. Implement and drive innovation, digital transformation, and product/process improvements. Reduce the Department's Labour Relations contingent liability. Monitor and evaluate performance against the business plan, ensuring alignment with strategic objectives. Uphold governance standards and ensure full compliance with audit, risk, and regulatory requirements. Lead the analysis of trends and submission of comprehensive reports to inform policy and strategic planning. Provide visionary leadership and guidance across the Chief Directorate. Ensure optimal utilisation of human, financial and physical resources. Build and sustain a high-performance team culture aligned with public service values.

ENQUIRIES APPLICATIONS

: Ms S Mkhalihi at 072 527 6033 / 012 406 7109
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to hrrcruitment@dha.gov.za by the specified closing date.

OTHER POSTS

POST 20/48

OFFICE MANAGER REF NO: HRMC 25/25/2

SALARY CENTRE

: R896 436 - R1 055 958 per annum (Level 11)
: Head Office: Tshwane, Office of the Deputy Director-General: Human Resources Management and Development.

REQUIREMENTS

: An undergraduate qualification in Administration or Management or Office Management and Technology, or Business Management or Public Management and Administration, or related field at NQF level 6 as recognized by SAQA. Three (3) years' experience at an Assistant Director or Junior Management level in an office management environment. Knowledge of office administration, executive support, and coordination of strategic documents and processes. Sound understating of document and records management. Knowledge of the Constitution of the Republic of South Africa, public service legislative frameworks, and government structures Excellent abilities and experience in project management, project optimization, digital transformation, and use of online systems. A valid drivers' license. Willingness to travel and work extended hours when required. Required skills and competencies: Strategic capability and leadership. Program and project management. Financial Management. Service delivery innovation. Client orientation and

customer focus. Problem solving and analysis. Planning, organizing, coordinating and time management. Change Management. Excellent written and verbal communication skills, including report writing and presentation skills. Conflict management, facilitation, influencing, networking, and negotiation skills. Minute taking and document management. Ability to instill appropriate systems and technology to support effective operations in the Office. Digital transformation support. Computer literacy. Ability to interface effectively with internal stakeholders such as the Director-General's Office, fellow EXCO members' offices, and external parties. Ability to manage the diary and workflow of the DDG with discretion, confidentiality, and strategic awareness. Stakeholder engagement. Behavioural competencies: High level of integrity and trustworthiness. Ability to handle confidential matters discreetly. Strong objectivity, emotional intelligence, and professionalism. A proactive individual who is solutions-oriented. High level of accountability, patriotism, and commitment to ethical conduct.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Manage the Office of the Deputy Director-General: Human Resources Management and Development (DDG: HRM & D) and coordinate strategic support to ensure optimal functioning. Effectively manage the DDG's diary, briefings, and engagements with internal and external stakeholders. Deliver comprehensive and timeous reports and presentations related to finances and work activities. Manage and consolidate the Branch's strategic planning documentation and performance reports (e.g. monthly, quarterly, and annual reports). Review and study correspondence, submissions and reports, highlighting key aspects and making recommendations where necessary. Scrutinise documents to ensure alignment with departmental priorities and proofread all submissions. Compile complex documents using research and analysis, in support of strategic initiatives. Obtain inputs from Chief Directors and consolidate reporting to support oversight and compliance. Facilitate and represent the DDG's Office at strategic stakeholder forums and meetings. Implement governance frameworks, digital innovations, document management and process improvements to enhance service delivery. Manage the physical, and financial resources within the Office, ensuring compliance and accountability. Coach and guide team members on administrative excellence and adherence to relevant regulatory frameworks.

ENQUIRIES

: Head Office: Ms N Raziya Tel No: (012) 406 4155

POST 20/49

ASSISTANT OFFICE MANAGER REF NO: HRMC 25/25/3

SALARY CENTRE

: R468 459 - R551 823 per annum (Level 09)
: Head Office: Tshwane, Office of the Deputy Director-General: Immigration Services

REQUIREMENTS

: An undergraduate qualification in Administration Management or Office Management and Technology, or Business Management at NQF level 6 as recognized by SAQA. Three (3) years' experience at a Senior Administrative Officer Level in an Office Management / Administration environment. Knowledge of Office Administration, and document management methodologies. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of Human Resource Regulatory Framework. Knowledge of Finances related regulations. Excellent abilities and experience in project management, project optimization, and the use of online systems. Willingness to travel and work extended hours where required. Required skills and competencies: Client orientation, customer focus and innovation. Financial Management. Program and project management. Planning, organizing, coordinating and time management. Problem solving and decision making. Office and project administration. Excellent written and verbal communication skills. Telephone Etiquette. Document management and minute taking. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Office in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Administrate effective operations within the office of the Deputy Director-General (DDG). Provide effective secretarial support services to the

DDG, including extensive diary management. Liaise and interact with various departmental business units regarding enquiries and any information requested from the unit. Receive, record and compile realistic schedules of appointments for the DDG. Handle the procurement of standard items such as stationary, refreshments, etc. for the DDG. Make travel and accommodation arrangements, and process travel and subsistence claims. Track submissions and reports due. Provide administrative duties i.e filling of documents and leave. Control the flow of correspondence and monitor target dates and turnaround times. Scrutinize submissions / reports and make notes and / or recommendations. Oversee the postal, messenger services and cleaning services. Consolidate Branch reports. Attend selected meetings with the DDG and take minutes. Prepare presentations for the DDG. Manage events of the Office of the DDG. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. Provide project support to the Branch as directed. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of physical and financial resources.

ENQUIRIES
APPLICATIONS

- : Head Office: Mr R Mohlaka Tel No: (012) 406 4246
- : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent to the correct address specified as follows: Head Office: Postal Address: Private Bag X114, Pretoria, 0001. Physical Address: 230 Johannes Ramokhoase Street, Pretoria, 0001

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Department of Justice and Constitutional Development's mandate is to ensure that there is accessible justice system in our vibrant and evolving constitutional democracy. It is responsible, amongst others, to enable Access to Justice for all, promote Constitutionalism, Rule of Law, Respect for Human Rights; and to coordinate the State Litigation and Legal Advisory Services. The Department is therefore presenting an opportunity to dynamic individuals with relevant competencies to join a dynamic team in its quest to fulfill its mandate and deliver justice services to the people of South Africa

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 30 June 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for posts will be subjected to a technical and/or competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.
- ERRATUM:** Kindly note that the position of Director: Finance (X2 Posts), with Ref No: 25/07/FS and Ref No: 03/25/LMP, Post 19/96, advertised in the Public Service Vacancy Circular 19 of 2025 dated 06 June 2025, with a closing date of 23 June 2025, was published without including the required Skills and Competencies. The omitted Skills and Competencies are as follows: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Computer literacy; Honesty and integrity. We apologize for the inconvenience caused.

OTHER POST

- POST 20/50** : **PRINCIPAL COURT INTERPRETER REF NO:11/2025/WC**
This is a re advert, applicants who previously applied are encouraged to re-apply.
- SALARY** : R397 116 – R467 790 per annum. The successful candidate will be required to sign performance agreement.
- CENTRE** : Magistrate Office: Vredendal
- REQUIREMENTS** : NQF level 4/ Grade 12; National Diploma: Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; Proficiency English; Proficiency in two (2) or more indigenous languages; Five (5) years of practical experience as a Court Interpreter with minimum two (2) years supervisory

experience; A valid driver's license; Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytic thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure; Art of interpreting.

DUTIES

: Key Performance Areas: Interpret in Court of Law (Civil, Criminal matters and Small Claim Court; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects; Procure foreign language interpreters and casuall in line with PFMA; Provide effective people management.

ENQUIRIES

APPLICATIONS

: Mr A Knowles Tel No: (021) 462 5471

: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.

FOR ATTENTION

NOTE

: Ms P Paraffin

: Applicants will be subjected to a practical test.

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

**APPLICATIONS**

: **National Office (Midrand)/ Constitutional Court: Braamfontein/ Judicial Support Services:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

Eastern Cape/ Port Elizabeth/ Bisho/ Mthatha/ East London/Makhanda: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

CLOSING DATE

: 30 June 2025

NOTE

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to 40 disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application

null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

ERRATUM: The post of Registrar with Ref No: 2025/116/OCJ based in the Western Cape published on Public Service Vacancy Circular 19 dated 06 June 2025 and the post of Admin Clerk with Ref No: 2025/99/OCJ based in Mpumalanga published on Public Service Vacancy Circular 17 dated 23 May 2025, has been withdrawn. All references to the Supreme Court of Appeal and President of the Supreme Court of Appeal High Court in relation to the advertised post of Chief Registrar with Ref No: 2025/111/OCJ published on Public Service Vacancy Circular 19 dated 06 June 2025 should be corrected to read as the High Court and Judge President respectively. Apologies for any inconvenience caused.

OTHER POSTS

<u>POST 20/51</u>	:	<u>DEPUTY DIRECTOR: SAJEI REF NO: 2025/127/OCJ</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (Level 11), (all-inclusive package), consisting of 70%/ 75% basic salary and 30%/25% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Applicants must be in possession of a three-year Bachelor's degree (NQF Level 7) in Bachelors in Social Sciences or relevant and equivalent qualification at NQF level 7 as recognized by SAQA. A post-graduate qualification (NQF Level 8) Law will be an added advantage. Minimum of five (5) years' relevant experience in the related field with 3 years proven experience as Assistant Director in the Research and Training Environment, Extensive knowledge and at least three years' experience in conducting empirical research; Experience in providing support to Committees and stakeholder liaison; Proven experience in managing publications and proof of at least one publication by the applicant; will be added advantage; A valid driver's licence. Skills and Competencies: Advanced research (qualitative and quantitative) skills; Innovative and proactive; Advanced report writing skills; Project Management; Stakeholder Management; Ability to work under pressure, long hours and weekends; Leadership skills.
<u>DUTIES</u>	:	Facilitate the production of SAJEI publications on Judicial Education; Conduct training needs assessment; Conduct impact assessment on SAJEI training programs; Monitor legal research and output; Facilitate development and review of SAJEI training materials; Facilitate quality assurance of SAJEI training materials; Develop and implement projects on the SAJEI Research Agenda; Identify relevant research methodology for the projects; Develop research questionnaires; initiate and conduct research into Judicial Education; Analyse data and prepare research reports; Monitor amendments of legislation and provide update to Director Research and Curriculum Development; Prepare training reports and quarterly evaluation reports
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms H Maringa Tel No: (010) 493 2577 HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email at 2025/123/OCJ@judiciary.org.za Candidate who previously applied are welcomed to reapply for the post. OCJ will give preference to candidates in line with the departmental. Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate.
<u>POST 20/52</u>	:	<u>ASSISTANT DIRECTOR EMPLOYEE RELATIONS REF NO: 2025/124/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Grade 12 and three (3) year's National Diploma in Labour Relations/ Human Resource management/ Law/ or equivalent qualification at NQF Level 6. A valid Driver License and Willingness to travel. A minimum of three (3) years' experience in the Labour Relations environment of which two (2) years must be at a supervisory level. Knowledge of: Human Resource Legislations and Prescripts; Labour Relations Prescripts; Public Service Regulation Framework; DPSA guidelines; Public Service Co-ordinating Bargaining Council's Resolutions; Collective bargaining agreements; Public Service Commission;

		<p>Policies / guidelines formulation; Project Management; Public service Act and The Constitution of the Republic of South Africa; and Batho Pele Principles. Skills and Competencies: Decision making skills; Problem solving skills; Analytical skills; People management and empowerment skills; Communication (verbal and written) skills; Negotiation skills and People-centric and leadership skills; Policy analysis and development; Research and analytical skills; Report writing.; In depth knowledge and understanding of all relevant Human Resources Legislative Framework, Regulations and Prescripts. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.</p>
<u>DUTIES</u>	:	<p>Coordinate and handle all misconduct cases within the Department promptly and effectively. Finalise all grievances and complaints received from employees in the Department timeously. Providing guidance and conducting comprehensive investigations for all complex and escalated issues or those representing significant risk to the department. Provide training and advocacy relating to Employment Relations Matters. Provide support in terms of representing the Department at the Departmental Bargaining Chamber. Develop and manage the information and records off all the activities in the Employment Relations Unit and capture cases on Persal. Accurately update the Case management system. Facilitate the implementation of the Implementation of Labour Relations, policies, guidelines, procedures and provide advice therefore. Competently representing the Department at external disputes resolution forums. Assist in the management of strike action within the department. Coordinate effective collective bargaining within the department by ensuring healthy working relationships and engagement with the relevant recognized trade unions. Serving as an employee relations expert.</p>
<u>ENQUIRIES</u>	:	<p>Technical related enquiries: Mr T Mashele: (010 493 2530 HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500/ 8774</p>
<u>APPLICATIONS</u>	:	<p>Applications can be sent via email at 2025/124/OCJ@judiciary.org.za</p>
<u>NOTE</u>	:	<p>The Organisation will give preference to candidates in line with the Employment Equity goals.</p>
<u>POST 20/53</u>	:	<p><u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 2025/125/OCJ</u></p>
<u>SALARY</u>	:	<p>R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance</p>
<u>CENTRE</u>	:	<p>National Office: Midrand</p>
<u>REQUIREMENTS</u>	:	<p>Matric Certificate and a three (3) years' tertiary qualification in Social Work or Psychology (NQ6). A minimum of three (3) years' functional experience in Employee Health and Wellness environment. Registration with SACSSP/HPCSA or relevant statutory body required. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations, Public Service Act (PSA), Employment Equity Act (EEA), Labour Relations Act (LRA), Employee Health and Wellness policies, Occupational Health and Safety Act (OHSA), Code of Ethics, Job Access strategic framework, Basic Conditions of Employment Act (BCEA), Determination on reasonable accommodation and assistance devices for employees with disabilities in the public service, Gender Equality strategic framework, Batho Pele Principles, Employee Health and Wellness strategic framework, Relevant HIV/AIDs legislations. Valid Drivers' license as the job will entail extensive travelling and the successful incumbent must be willing to work long hours. Skills and Competencies: Communication (verbal and written), People management, Motivational, Analytical, Problem solving, Interpersonal, Presentation, Report writing, Planning and Organising, Computer Literacy.</p>
<u>DUTIES</u>	:	<p>Ensure the coordination and the implementation of EHW programmes within the OCJ. Coordinate the psychosocial wellness through preventive and curative programs within the OCJ. Maintain the establishment of partnership and network with stakeholders. Coordinate the events related to Employee Assistance Programme (EAP) in line with the departmental strategic objectives. Provide awareness and education on the health and wellness issues. Generate, consolidate and submit reports for data analysis and statistics. Render employee assistance through counselling (individual and group sessions) and other forms of interventions from relevant professionals. Contribute towards the development of EHW policies. Conduct research and benchmark in line with best practices. Develop and review the Employee</p>

Health and Wellness policies in line with Public Service Prescripts and DPSA guidelines. Review all the Employee Health and Wellness templates and SOP for approval. Ensure and implement the SHERQ within the OCJ. Implement OHS services within the OCJ. Monitor the potential hazards and ensure risk management within the OCJ. Ensure and implement environmental management within the OCJ. Provide logistical support in commemoration of HIV/AIDS, STI and TB events in accordance with employee health and wellness policies within the OCJ. Coordinate screening for body mass index, chronic diseases and HIV counselling and testing. Ensure the implementation of HIV & AIDS and TB management policy and programmes. Participate and provide inputs in the coordination of the HIV and AIDS, STI & TB Strategy. Facilitate health related events, activities and interventions. Provide health awareness within the OCJ. Implement diversity management programmes within the OCJ. Coordinate, evaluate and implement Gender, Disability, Youth and Diversity Management Programmes within the organization. Facilitate and support the establishment of Women, Men and Disability forum within the organization. Promote the mainstreaming, development and empowerment of women, men, youth and people living with disability. Provide support in managing resources (Assets/ Devices/ Human) in the sub-Unit. Supervise and develop staff. Ensure general supervision of employees. Manage the provision of employees support services through an integrated wellness programme.

<u>ENQUIRIES</u>	:	Technical Enquiries: Mr S Phaladi Tel No: (010) 493 2658 HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/125/OCJ@judiciary.org.za
<u>POST 20/54</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/126/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	:	A Grade 12. One (1) year's secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an advantage. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidential and time management. Computer literacy (MS Word) and research capabilities. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Compile court statistics daily. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.
<u>ENQUIRIES</u>	:	Technical enquiries: Mr J Mabena Tel No: (011) 359 7400/7458 HR enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7574
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/126/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

<u>POST 20/55</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/127/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Gqeberha High Court Grade twelve (12) certificate, a minimum of 20 modules completed towards an LLB, BA or Bachelor Law Degree. A minimum of two (2) secretarial experience a valid driver's license, an LLB Degree, Bachelor Law Degree will serve as an added advantage and results must accompany the application, shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills, ability to meet strict deadlines and to work under pressure, attention to details, customer care service skills and excellent typing skills, confidentiality and time management. Computer literacy (MS Word) and research capabilities All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Compile court statistics daily. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.
<u>ENQUIRIES</u>	:	Technical / HR Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/127/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 20/56</u>	:	<u>ADMINISTRATION CLERK: SAJEI REF NO: 2025/130/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Midrand Grade 12 certificate. No experience required. National Diploma (NQF level 6) with 360 credits in the related field will be an added advantage. A valid driver's license will be an added advantage. Understanding of confidentiality in Government Knowledge of relevant legislation. Skills and Competencies: Communication (written and verbal) and public relations skills. Computer literacy (MS Office). Good interpersonal skills. Good problem-solving skills. Accuracy and attention to detail. Ability to work under pressure and solve problems. Customer service skills and document management.
<u>DUTIES</u>	:	General clerical duties. Provide supply chain clerical support services. provide and maintain stationery usage. Maintain an efficient filing system. Delivering and tracking of correspondence. Ushering of guests. Preparation for meetings. Follow up on tasks. Perform any other support duty as may be required by SAJEI management.
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms M Mokgetle Tel No: (010) 493 2574 HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/130/OCJ@judiciary.org.za

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

**CLOSING DATE**

: 01 July 2025

NOTE

: Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS**POST 20/57**: **INTERNAL AUDITOR REF NO: DPSA 10/2025****SALARY**

: R397 116 per annum (Level 08). Annual progression up to a maximum salary of R467 790 per annum is possible, subject to satisfactory performance.

CENTRE

: Pretoria

REQUIREMENTS

: A Senior Certificate, Minimum qualification at NQF level 6 in Internal Auditing. Minimum of 2 years' experience in Internal Audit. Knowledge of Public Service Regulatory Framework, Knowledge of the Institute for Internal Auditors (IIA) Standards for the Professional Practice of Internal Audit. Knowledge of Internal Audit policies, including the Audit Charter and Audit Methodology. Technical skills: Analytical skills, Investigative skills. Generic skills: Team player, numeracy, policy analysis, attention to detail, client orientation and customer focus, continuous improvement, problem solving, decision making, communication and information management, interpersonal, planning and organising, presentation, report writing and computer literacy.

DUTIES

: Plan audit engagement as per annual audit plan. Conduct team briefing: open engagement file, file organisation and referencing based on IIA standards and audit methodology before execution, Audit Project Planning Memorandum. Prepare engagement notice. Invite for opening meeting. Prepare engagement letter. Attend audit engagement opening meeting. Document minutes of the meetings attended. Collect background information regarding the auditable area: document system description based on information collected. Develop an audit objective, audit risk, control and audit procedures (ORCA). Execute allocated audit engagements as per annual audit plan. Perform audit procedures as stipulated in ORCA, through testing of controls and analytical procedures. Collect results of working paper. Conclude work performed and raise the findings, where applicable. Document and communicate the raised findings on control inefficiencies, if applicable. Develop audit report as per the audit conducted and communicate the results with the auditee (relevant unit). Document audit findings on control ineffectiveness of inefficiencies. Discuss exceptions with management and obtain management responses. Assist in preparation of a draft audit report and update management comments. Issue the invite for closing meeting and attend closing audit engagement meeting. Document minutes of the meetings attended. Provide administration support

		services. Assist in the preparation and compiling of the Three-Year Rolling Internal Audit Plan and Annual Internal Audit Plan, for DPSA.
<u>ENQUIRIES</u>	:	Mr. James Agenbag Tel No: (012) 336 1420
<u>APPLICATIONS</u>	:	Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert102025@dpsa.gov.za
<u>POST 20/58</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR3-4) REF NO: DPSA 09/2025</u>
<u>SALARY</u>	:	R324 579 – R444 075 per annum, (Salary will be in accordance with OSD determination)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior certificate and an LLB or four (4) year legal qualification as recognised by SAQA. 2 to 13 years' appropriate post-qualification legal experience. Good knowledge of the South African legal system, public service legislation and policy frameworks, law of contract, legal compliance, litigation management, drafting of legislation and other legal instruments; ability to conduct legal research, provide opinions and work independently; Sound knowledge of legislative processes, the Constitution of the Republic of South Africa, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Public Service Act, Public Administration Management Act, and Public Finance Management Act is required. Good interpersonal, problem-solving, and dispute-resolution skills; must be computer literate; good communication and writing skills and willingness to travel are essential.
<u>DUTIES</u>	:	To provide professional legal support and advice to the Department and Ministry. Drafting and scrutiny of public administration legislation, providing guidance to the Department in respect of legislative processes and participating in policy processes requiring reflection or amendment in legislation. Support litigation processes. Provide support in respect of technical quality, adherence to best practices, and consistency with the Constitution and other primary legislation of the DPSA.
<u>ENQUIRIES</u>	:	Ms. Mmasetshaba Letwaba Tel No: (012) 336 1638
<u>APPLICATIONS</u>	:	Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert092025@dpsa.gov.za

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 30 June 2025 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress and appointment will be in line with the DSBD EE Plan. The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POST

- POST 20/59** : **DEPUTY DIRECTOR: SENIOR SOFTWARE ENGINEER REF NO: DD - SSE**
- SALARY** : R896 436 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Undergraduate Degree (NQF 7) in Software Engineering / Computer Science / Computer Programming and Analysis / Information Systems or equivalent / related as recognised by SAQA. Postgraduate qualification in Software Engineering / Computer Science / Computer Programming and Analysis / Information Systems / and experience in Project Management will be considered an added advantage. Minimum of 5 years' experience within software development utilising varying coding languages of which 3 years must reflect supervisory (ASD) or management experience. Minimum of 5 years' experience working in any of the following SQL, MySQL and Relational database methodologies. Training in programming languages and agile software development methodology. Have proven competencies: Systems Development Management, Strong leadership (building successful teams), Project Management, Organisational Capability Development, Collaboration and Agile and resilient.
- DUTIES** : Manage the development, enhancement and maintenance of software solutions. Determine operational feasibility by evaluating analysis, problem definition, requirements, solution development and proposed solutions. Manage the project team and operations to ensure integration and completion of related results. Provide strategic direction to the team through knowledge of the business needs and the tools required to manage development practices. Manage the operations and resources of the sub directorate in line with relevant prescripts. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations at relevant committees / workshops / information sessions. Advise management, lead complex discussions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097

NOTE

- :
- The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: DD - SSE"

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 30 June 2025
- : Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/> Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late, applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS**POST 20/60**

- : **SCIENTIST MANAGER GRADE A REF NO: 300625/01**
Branch: Water & Sanitation Services Management Gauteng
CD: Provincial Operations: Gauteng
Dir: Water Resource Support

SALARY
CENTRE
REQUIREMENTS

- : R1 099 488 per annum, (all-inclusive OSD salary package)
- : Gauteng
- : An MSc Degree or equivalent qualification in Hydrology or Geohydrology. Six (6) years post BSc natural scientific experience. Compulsory registration with the South African Council for Scientific Professions (SACNASP) as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Good experience in modelling technologies. Knowledge and experience in groundwater resources assessment/exploration, aquifer characterization, acid mine drainage, develop and use of information management products/tools. Knowledge and experience of computer-based groundwater assessment programs. Knowledge of guidelines, protocol, standards, and norms for groundwater developments, protection, and management. Understanding of Integrated Water Resources Management. Proven ability to communicate scientific information in a brief and clearly expressed manner in writing and verbally including good technical report writing skills. Sound knowledge of the National Water Act and other related legislation. Computer literacy and ability to use software packages. The ability to integrate and interpret water quality data and draw scientifically sound conclusions based on fundamental data. A proven ability to manage a multidisciplinary group of scientists and other professionals. Good conceptual thinking skills are essential. Sound knowledge of project management, financial management and people management.

DUTIES : Coordinate the management of geohydrological services in the sub-directorate and undertake integrated groundwater resource studies (quality, quantity, habitat, and biota) with a focus on the impact of land-based activities on water. Evaluate and assess geohydrology reports. Provide scientific and technical expertise in the field of geohydrology and / earth sciences to assess, develop, protect, use, conserve and manage groundwater resources. Support the implementation of groundwater protection strategies and related protocols at the Regional / Provincial level. Coordinate the development of integrated water resource modelling methodologies and analysis tools. Coordinate the reporting on the state of regional groundwater. Establish and maintain groundwater monitoring network. Ensure collection of groundwater. Provide groundwater resources expertise to all stakeholders including the water sector and any other interested parties. Liaise with other Government Departments, local authorities, the public, and other clients on groundwater-related issues. Mentor and develop personnel. Lead and manage projects.

ENQUIRIES : Ms N Mabe/Dr K Mabaso Tel No: (012) 392 1399/1401
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 20/61 : **DEPUTY DIRECTOR: REGIONAL PROJECT MANAGER REF NO: 300625/02**
 Branch: Water & Sanitation Services Management North-West
 CD: Provincial Operations: North-West
 Dir: Water Services Infrastructure Development & Refurbishment

SALARY : R1 059 105 per annum (Level 12), (all-inclusive salary package)
CENTRE : Mmabatho
REQUIREMENTS : A Degree in Civil Engineering or Project Management in an Engineering environment. Three (3) to five (5) years management experience in industrial related project planning and/or in civil engineering (design and construction). Possess a broad understanding of each engineering discipline. Effective management and leadership skills. Effective computer skills; Microsoft office software, lotus notes and other company and discipline specific software applications. Effective communication skills both verbal and in writing with management, colleagues and individuals inside and outside the department. Effective analytical and problem solving skills. Knowledge and understanding on Human Resource Management. Legislation, policies, practices and procedures. Public Finance Management Act (PFMA). Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication skills.

DUTIES : Provide support in the implantation of water services infrastructure grant programmes in the provincial operations. Provide support in the implementation of water services infrastructure grant programmes in the provincial operations. Provide support in the development of project planning by participating in the design and/or testing phases. Promote partnerships between government, public entities, private sector and civil society regarding water services infrastructure grant programmes. Assure that water services infrastructure grant programmes are budgeted for in medium-term expenditure framework. Monitor and evaluate the implementation of all water services infrastructure development programmes in the provincial operations. Compile monthly, quarterly and annual progress reports on the implementation of Water Services Infrastructure Grants (WSIDG) projects. Coordinate ongoing monthly meetings and where necessary, one on one sessions with water services authorities or implementation agencies.

ENQUIRIES : Mr Luxolo Mditshane Tel No: (018) 387 9549 / 083 387 7431
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 20/62 : **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: 300625/03**
 Branch: Water & Sanitation Services Management Free State
 CD: Provincial Operations: Free State
 Dir: Corporate Support Services

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

REQUIREMENTS

: A Senior / Grade 12 certificate. Three (3) to five (5) years experience in Human Resources Management. A National Diploma Degree / in Human Resources or equivalent will be an added advantage. PERSAL certificates: Introduction, Personnel Administration and Leave Administration. Computer literacy. Knowledge and understanding of Human Resource legislations, policies, practices and procedures. Knowledge of Public Finance Management Act (PFMA). Knowledge of administrative administration. Accountability and ethical code. Good communication skills both verbal and in writing. Good analytical and problem-solving skills. Planning and organizing skills.

DUTIES

: Assist in the implementation of human resource policies and procedures. Implementation of conditions of service and render policy advisory service to clients. Administer and monitor PERSAL transactions. Monitoring of terminations of service. Facilitation and administration of recruitment and selection process. Assist with ensuring HR compliance. Participate in HR projects. Training of officials on service conditions and benefits. Effective management of records management. Assist in preparing monthly reports. Management of human resource database. Oversee and manage the work of subordinates.

ENQUIRIES

: Ms Z Matshiana Tel No: (051) 405 9000

APPLICATIONS

: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

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

<u>APPLICATIONS</u>	:	All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216. or hand delivered to the box main gate behind the security office. Applicants can send their Z83s and CVs using the following email address: HGRH.Recruitment@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	Mr. T.C. Manyoni
<u>CLOSING DATE</u>	:	30 June 2025
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za . Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2025. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays.
OTHER POST		
<u>POST 20/63</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) – TAYLORS, NXAMALALA AND NTEMBENI PHCs REF NO: PHC 01/2025 (X3 POSTS)</u>
<u>SALARY</u>	:	R695 096 – R789 861 per annum. Other Benefits: 13th Cheque, Plus 8% Inhospitable Area Allowance, and Medical Aid: Optional (Employee must meet Prescribed Requirements)
<u>CENTRE REQUIREMENTS</u>	:	Harry Gwala Regional Hospital
	:	Senior Certificate /Grade 12, Diploma/Degree in General Nursing and Midwifery (obtainable from University/ College). Registration certificate with SANC as a General Nurse and Midwife, Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC, Computer literacy with a proficiency in MS Office Software applications, Code B drivers' licence unendorsed. Experience: A minimum of Nine Years' recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing, atleast Five Years of that period must be recognisable experience after obtaining one year post basic qualification in Primary Health Care. Financial Management, Leadership, organizational, decision making, problem solving and conflict management, Knowledge of public service policies and other Health Related prescripts, Sound knowledge of code of conduct, Good interpersonal skills, Human Resources Management and Labour Relations Act.
<u>DUTIES</u>	:	Manage, facilitate and supervise provision of comprehensive core package of Service at PHC level including priority programs and quality improvement programs, in conjunction with professional and legal framework. Provide Quality Comprehensive Primary Health Care through conducting supervision to teams working within the facility and Outreach Program. Supervise the

implementation of Integrated Multi Stakeholder Health Promotion and Well-being Strategy through maintenance of inter-sectoral collaboration with other government structures of Operation Sukuma Sakhe. Assist and facilitate development of the Operational plan, monitor the implementation and submit progress reports. Conduct clinical audits and ensure implementation of quality improvement plans supported by strong work ethics. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client's needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Ensure effective allocation, utilization and monitoring of resources in line with cost containment plan. Manage and co-ordinate smooth running and integration of the HAST program with facility. Ensure implementation, monitoring and evaluation of EPMDs in the operational area. Manage and support education, in-service training, and practice development initiatives in the facility, professional growth, ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Implement consequence management for non-compliance. Ensure Batho Pele Principles, National Core Standards and Ideal Clinic priorities are implemented. Monitor Clinic performances through capturing of complaints, compliments, suggestions, PSI's, PEC, waiting times etc. Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational Health and Safety Act. Ensure completion of accident/incident reports as they occur and timeous reporting. Coordinate special projects and health promotion in line with program goals of health calendar. Ensure accurate collation, analysis and verification of data within your jurisdiction prior to submission. Maintain constructive working relationship with all stakeholders i.e. inter-professional and multi-disciplinary team. Advocate and promote nursing ethos and professionalism in the facilities. Administer an evidence result-based monitoring system in the facilities. Supervise and support implementation of Community Oriented Primary Health Care. Report clinic performances to Assistant Manager Nursing. Participate in Primary Health Care Sub-District Meetings. Deputize Assistant Manager Nursing and take over his/her responsibilities in his/her absence.

ENQUIRIES
NOTE

- : MRS. N.M. Ngubane Tel No: (033) 395-4790
- : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

<u>APPLICATIONS</u>	:	Applications, quoting relevant reference and name of Department, should be forwarded as follows: Chief Director: Strategic HR, Office of the Premier, Private Bag X9483, Polokwane, 0600 or Hand delivered to the Office of the Premier, No. 40 Hans Van Rensburg Street, Mowaneng Building, Office No. A013, General Records (Registry), Ground Floor. Applicants should apply through the following website https://erecruitment.limpopo.gov.za . The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach required documents will result in the application not being considered/disqualification.
<u>FOR ATTENTION</u>	:	Mr. Junior Maboya / Ms. Moipone Mathole
<u>CLOSING DATE</u>	:	04 July 2025
<u>NOTE</u>	:	Applications must be submitted on new Z83 form, (updated version that come into effect on 1 January 2021), obtainable from any Public Service Department or on the internet at www.labour.gov.za / www.gov.za/documents and must ONLY be accompanied by a detailed Curriculum Vitae (CV), applicants are requested to complete the Z83 form properly and in full. Only shortlisted candidates will be required to submit certified copies of qualification(s) and other related documents on, or before the day of the interview following an invitation from The Office to attend an interview, such as qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For advertised Senior Management Services (SMS) posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela programme (SMS Pre-Entry Programme) offered by the National School of Governance (NSG) which can be accessed via following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme . Candidates will also be subjected to a competency assessment, a practical test/exercise as well as an integrity (ethical conduct) assessment. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, or hand delivered timeously. Candidates who possess foreign qualifications and/or short course certificate must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months. The successful candidate will be subjected to a security clearance. The successful candidate must be willing to sign an oath of secrecy with the Department. The successful candidate will be expected to enter into a performance agreement with the Executive Authority and sign a five (5) year contract of employment upon assumption of duty with the Premier. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. The Department reserves the right not to make appointments on the advertised post(s).

MANAGEMENT ECHELON

<u>POST 20/64</u>	:	<u>HEAD OF DEPARTMENT: SPORT, ARTS & CULTURE REF NO: OTP/36/25/01</u> (Five (5) years fixed term contract)
<u>SALARY</u>	:	R1 741 770 per annum (Level 15), Non-pensionable HoD allowance: 10% of the payable inclusive remuneration package.
<u>CENTRE</u>	:	Polokwane - (Head Office)

REQUIREMENTS

- : A qualification at NQF 8 as recognised by South African Qualification Authority (SAQA). Ten (10) years of experience at a senior management level. Post graduate qualification in Sport Management / Sport Science / Sport Administration / Sport & Recreation / Public Management / Public Administration will be an added advantage. Valid driver's licence (with the exception of applicants with disabilities). Core and Process Competencies- Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

DUTIES

- : The successful candidate will be the Head of Department and Accounting Officer responsible for: Provide strategic directions to ensure efficient, effective and developmental support orientated system. Provide strategic leadership and high-level direction in the effective and efficient management and administration of the department by giving direction towards the achievement of the Department vision, mission, strategy, goals and objectives. Promote sound labour relations through management and maintenance of discipline. Monitor and oversee memorandum of understanding, service level agreements and expenditure review. Ensure continuous improvements in internal control systems through risk management, corruption and fraud prevention strategies. Ensure that budget spending is maximized in line with strategic objectives. Oversee the provision of sport and recreation services in the province. Promote active and healthy lifestyle through mass participation and sport development programmes. Promote citizen participation in sport and recreation activities at local levels. Manage and monitor the development and implementation of structured systems for talent identification, support and promotion of high performance. Provide sport and recreation infrastructure planning and development. Manage and monitor development, transformation, empowerment and high performance through the delivery of sustainable sport and recreation programmes. Oversee the provision of cultural, language, museum and heritage services. Provide support to the cultural and creative industry sectors in the province. Promote cultural diversity. Monitor the development and implementation of language policies in the province. Manage identification, research and development of culture within the province. Ensure promotion and preservation of the province's rich and varied cultural heritage. Oversee the provision of library and archive services. Promote public access to community library services. Manage the development and sustainability of a culture of reading in the province. Ensure preservation and proper management of electronic and other records in the custody of governmental bodies in the province. Provide administrative and technical advisory to the Executive Authority (EA). Advise the MEC on the core mandates of the Department. Ensure development of appropriate policies, guidelines and advice the MEC in this regard. Render support to the MEC in terms of planning, research, coordination, monitoring and evaluation of services for the achievement of the Department's strategic objectives. Update the MEC on all matters of the Department to enable him/her to execute responsibilities and make an informed decision. Serve as an interface between the Department and its stakeholders, including the Parliamentary and Legislature Committees.

ENQUIRIES

- : Ms. Moipone Mathole Tel No: (015) 287 6360 OR Mr. Junior Maboya Tel No: (015) 287 6290

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>CLOSING DATE</u>	:	01 July 2025
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate the administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only online applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note: The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). N.B. Applicants are advised to apply as early as possible to avoid disappointments.

MANAGEMENT ECHELON

<u>POST 20/65</u>	:	<u>CHIEF DIRECTOR: DISTRICT HEALTH SERVICES REF NO: MPDOH/JUNE/25/115</u>
<u>SALARY</u>	:	R1 436 022 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Ehlanzeni District Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA. At least five (5) years' experience at senior managerial level preferably in health-related field. A post-graduate degree / diploma in health-related field or equivalent qualification. Knowledge and understanding of the District Health System, including District hospitals and Community Based Services. Experience in accounting to communities e.g. Health committees and Facility Boards. Knowledge and experience of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of both Annual Performance and District Health Plans. Verbal and written communication skills. Valid driver's licence.
<u>DUTIES</u>	:	Provide strategic support and quality assurance services in the district. Manage and facilitate the provision of district hospital services at district level. Manage and facilitate the provision of Primary Health Care (PHC) services. Render financial management services. Render corporate support services. Manage

the implementation of the full package of district health services (including district hospitals and sub-acute services) within the district, in line with the Departmental Comprehensive Service Plan. Manage key partnerships within the district, especially with the communities, local government, universities and non-profit organizations (NGO's). Additional to Gert Sibande: Monitor the implementation of National Health Insurance Pilot Project throughout the District.

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

OTHER POSTS

POST 20/66 : **DEPUTY DIRECTOR: ENVIRONMENTAL HEALTH GRADE 1 (MALARIA CONTROL PROGRAMME) REF NO: MPDOH/JUNE/25/116**
Re-advertisement

SALARY CENTRE REQUIREMENTS : R1 045 446 per annum, (all-inclusive remuneration package)
: Provincial Office, Mbombela (Nelspruit)
: Senior Certificate / Grade 12 Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in Environmental Health as recognised by SAQA that allows registration with the HPCSA as an Independent Environmental Health Practitioner (2025). Master's in public health (MPH) will add an advantage. At least 5-10 years' experience as an Independent Environmental Health Practitioner. Extensive experience in malaria management and control, disease surveillance, epidemiology, outbreak management, vector control, and clear demonstration for monitoring and evaluation. The ability to coordinate, collaborate a multi-disciplinary and multisectoral structures. Good communication skills and computer literacy. Valid driver's licence. Must be registered with the HPCSA as an Independent Environmental Health Practitioner. Must have strategic capability, Management, and leadership. Programme and project management skills. Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independently and under pressure. Understanding legislative frameworks and related policies in the health public sector and other prescripts.

DUTIES : Facilitate implementation of national and provincial policies and guidelines. Develop, implement, and monitor policies, guidelines, norms, and standards in line with the relevant National Department of Health and World Health Organisation Integrated Vector Control Management guidelines and the monitoring of insecticide usage. Oversee human resources, financial management and materials of the programme. Develop operational plan, micro plan and business plans for the malaria programme. Managing finance according to DORA and PFMA. Planning for the malaria control programme, which includes finance, Human resources and operational plans. Plan and monitor the seasonal Indoor Residual Spraying Programme. Facilitate and support parasite and insecticide resistance to inform operations and as an early warning system for the province. Identify areas that are at risk of transmission due to the presence of vectors and parasites and continue monitoring in low-risk areas. Facilitate and monitor spray quality during the spray season. Plan and implement vector control logistics during the malaria season and outbreak. Plan for community engagement, health promotion, and malaria messaging. Map breeding sites and inform larvicide operations. Stock control of insecticides and management of information being captured on the Malaria Information System. Develop and implement methodologies, policies, systems, and procedures with particular reference to malaria vector research; identify gaps and develop appropriate interventions for malaria vector research needs; continuous professional development to keep abreast with new technologies and procedures; conduct applied research to generate information and knowledge aimed at developing appropriate technology to address malaria vectors and parasites; dissemination of information to different stakeholders. Able to identify and engage other key stakeholders for malaria control. Working closer with partners and cross border forums.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile

Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 20/67 : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: MPDOH/JUNE/25/117**
Re-advertisement

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

DUTIES : Prepare monthly, quarterly, and annual financial statements, ensuring they are accurate and comply with relevant accounting standards such as GRAP, MCS and the Public Finance Management Act (PFMA). Ensure timely dissemination of financial statements to relevant stakeholders, providing clear explanations and addressing any queries regarding the reports. Prepare and submit IYM reports, ensuring alignment with the Estimates of National Expenditure (ENE) and Medium-Term Expenditure Framework (MTEF). Compile and submit In-Year Monitoring reports to senior management. Prepare and submit IYM presentations to senior management, stakeholders, and relevant committees, providing clear explanations and facilitating discussions on financial performance and corrective actions. Regularly review financial transactions to detect any misallocations or errors in posting. Initiate and process journal entries to correct misallocations, ensuring that all adjustments are properly documented and supported by appropriate evidence. Keep detailed records of all corrections made. Manage the annual audit process by liaising with internal and external auditors, addressing audit queries, and ensuring timely resolution. Supervise and mentor a team of financial reporting staff, providing guidance and support in daily operations. Conduct performance evaluations and identify training needs to enhance team capabilities. Ensure staff compliance with departmental and governmental financial regulations and standards.

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

POST 20/68 : **LABOUR RELATIONS OFFICER REF NO: MPDOH/JUNE/25/118**

SALARY : R325 101 per annum, (plus service benefits)
CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF level 6/7) in Labour Relations / Public Administration / Human Resources Management or relevant field as recognized by SAQA. Minimum of 1-2 years' experience in Labour Relations Environment will be an added advantage. Computer Literacy certificate with the ability to work on Microsoft Word, PowerPoint, Microsoft Excel good analytical skills, Good written and verbal communication skills. Good Interpersonal relations and the ability to work independently and under pressure.

DUTIES : Support the implementation of employee relations policies, plans, systems, guidelines, procedures and processes to create a conducive labour relations environment, in line with the relevant public service prescripts. Assist in conducting ER investigations, resolving disputes and grievances, ensuring proper preparation, presenting cases and representing the Department at conciliation and arbitration, where required. Represent the Department at Disciplinary cases, where required, ensuring adequate preparation, presentation of cases and obtaining a mandate before disciplinary hearings. Provide ER advice and facilitate capacity-building initiatives to the business unit on request for non-complex matters. Assist in coordinating the department's collective bargaining processes and agreements, including preparation of the DBC, identification of items, review of minutes and ensuring

the implementation of decisions taken at the DBC. Follow up on employee relations issues with management and employees. Administered and maintained a reliable labour relations reporting system for allocated cases, ensuring timely submission of required statistics, drafting quarterly, annual, and ad hoc reports/ statistics, and capturing cases on PERSAL.

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

OFFICE OF THE PREMIER

The Office of the Premier is an equal opportunity employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of this position and that the candidature of person, whose transfer/promotion/appointment will promote representativeness, will receive preference.

APPLICATIONS : Please forward your application, quoting the relevant reference number to: The (A) Deputy Director - Internal HRM & D: Ms SS Monareng, Private Bag X11291, Mbombela, 1200. Physical Address: Office of the Premier, Makhonjwa Building, First floor, Government Boulevard, Riverside Park. Alternatively, e-mail to: otprecruitment@mpg.gov.za

CLOSING DATE : 04 July 2025
NOTE : The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidate to fill the following post, depicted below. The minimum entry requirement for Senior Management Services (SMS) posts is a Pre-entry Certificate (submitted prior to appointment) that is obtainable through a course named Certificate for entry into SMS – and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. (SMS Pre-entry Certificate submitted prior appointment). Applications should be submitted on the new Z83 form obtainable from any Public Service Department or Magistrate's Office and should be accompanied by a comprehensive CV. Only short-listed candidates will be required to submit certified copies of qualifications. The recommended candidate for this post shall be subjected to a competency assessment. Appointment is subjected to security clearance, security vetting, employment reference checks, qualification verification and signing of performance agreement. The successful candidate will be required to disclose her/his financial interests, when required. If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful. If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.

MANAGEMENT ECHELON

POST 20/69 : **DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: D-DG/OTP/01**

SALARY : R1 216 824 per annum (Level 13), an all-inclusive remuneration package. The successful candidate will be required to enter into a Performance Agreement with the Director-General. The shortlisted candidates will be subjected to a competency assessment.

CENTRE : Mbombela
REQUIREMENTS : An appropriate Bachelor's Degree /Advanced National Diploma or equivalent qualification in Public Management or Administration or Law (NQF level 7), with a minimum of 5 years managerial experience in a Middle/ Senior Management level. SMS Pre-entry Certificate. Experience in effective communication (written and verbal). Good understanding of how the machinery of government works, including linkages between national, provincial and local spheres of government. Willingness to work beyond normal hours. Ability to work according to tight schedules. Essential skills will include the following: Office management, Strategic capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Problem solving and analysis, Communications.

DUTIES : Supporting the Director-General with respect to the duties as a Secretary to the Executive Council and Chairperson of the Provincial Management

Committee. Supporting the Director-General with respect to the duties as Head of the Department for the Office of the Premier. Co-ordinating the decision, support and work-flow system in the Office of the Director-General. Supporting the participation of the Director-General in all relevant intergovernmental structures. Managing the staff and resources of the Office of the Director-General.

ENQUIRIES

: should be directed to the Acting Deputy Director: Internal HR Management and Development - Ms SS Monareng Tel No: (013) 766 2004.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER**

<u>APPLICATIONS</u>	:	Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Office of the Premier, Kimberley, 8300, hand deliver at T & I Building, 69 Monument Heights, Office of the Premier, Ground Floor (Security), and or email to hrarecruitment@ncpg.gov.za
<u>FOR ATTENTION</u>	:	Ms. K. Moremi
<u>CLOSING DATE</u>	:	01 July 2025
<u>NOTE</u>	:	The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representativity at this level. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Applications must be submitted on the new application for employment form (Z83) and accompanied by a comprehensive CV specifying all qualifications and experience with respective dates. The new form can be downloaded at www.dpsa.gov.za-vacancies or obtained from any Public Service Department. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No late applications will be accepted. All shortlisted candidates in line with the DPSA directive on Human Resource Management and Development for Public Service Professionalisation will be subjected to two (2) exercises of which the first Technical Assessment intends to test relevant technical elements of the job, and the second is an Integrity (ethical conduct) Assessment. The logistics of which will be communicated by the Department. All shortlisted candidates will further be subjected to a personnel suitability check, which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually.
OTHER POST		
<u>POST 20/70</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL COUNCIL ON AIDS SECRETARIAT</u> <u>REF NO: AD/PCA/06/2025</u> Re-advertisement, this post is being re-advertised and candidates who had previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a recognised National Diploma or Bachelor's Degree (NQF level 6 or 7) in Public/Business Administration or Social Science coupled with a minimum of 3 years' administrative experience. Knowledge and understanding of public service policies and procedures. Competencies: Well-developed knowledge and the ability to use word processing, spreadsheets and presentation packages and other software utilized in the department; Knowledge on the relevant legislature/policies/prescripts and procedures; Management skills; Computer literacy; Good written and verbal communication; ability to develop written reports and action plans; sound organizational skills; Ability to do research and analyse documents and situations in order to compile documents and draft submissions; Conflict resolution skills.
<u>DUTIES</u>	:	Provide secretariat support function to the Provincial AIDS Council Secretariat; Develop reports, presentations and memoranda; Conduct preliminary discussions to proactively resolve and address the needs of both internal and external clients; Organize and attend meetings, conferences, workshops and summits; Ensure the effective and efficient functioning of the Office of the Provincial AIDS Secretariat in terms of all acts and delegations including Human Resource Management Development and Office Management.

ENQUIRIES

: Ms. K. Setima Tel No: (053) 030 0743

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

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

<u>APPLICATIONS</u>	:	quoting the relevant reference should be hand delivered to the Director Human Resource Management, Department of Agriculture and Rural Development, Directorate: Human Resource Management, AgriCentre Building, corner Dr James Moroka and Stadium Road, Mmabatho or e-mail: Dardrecruitment-HO@nwpg.gov.za
<u>FOR ATTENTION</u>	:	Ms. N. Mohlanga
<u>CLOSING DATE</u>	:	30 June 2025
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as three contactable referees. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed or copied application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The Department reserves the right not to make appointment for the above advertised posts. The successful candidates will enter into an employment contract with the Department that will be reviewed based on performance NB: It is mandatory for candidates applying for SMS posts to attend Public Service SMS Pre-Entry certificate before appointment. For further details, please click on the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . For more information regarding the course please visit the NSG website: www.thensg.gov.za

MANAGEMENT ECHELON

<u>POST 20/71</u>	:	<u>DIRECTOR: SUSTAINABLE RESOURCE MANAGEMENT REF NO: NWDARD 01/05/25</u> This is a re-advertisement and applicants who have applied before are requested to re-apply
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs.
<u>CENTRE</u>	:	Head Office – Mafikeng
<u>REQUIREMENTS</u>	:	Matric certificate, A degree in one of the following: Agriculture, or Natural resource and land use planning, or Disaster risk management, Valid driver's licence, At least 8 years' experience in the field of Agriculture, A minimum of 5 years experience at Middle/ Senior Management level within the Public service. A Masters in Sustainable resource management or, Agricultural disaster Risk management will be an added advantage. Knowledge: GIS and satellite data application, Policy development, PFMA & treasury regulations and financial management, Relevant acts, policies & strategies within the Sustainable resource management, Disaster management and Engineering field, Understanding of government service delivery environment, General performance management. Skills: Good interpersonal relations, Communications, Report writing, Computer proficiency, Negotiation, Innovative, Problem solving and Time management.

DUTIES

: Lead and manage the coordination on sustainability of natural agricultural resources. Promote and regulate the implementation of sustainable resource utilization and management practices. Promote integrated sustainable land use planning. Lead and manage implementation of the Land care programme, which is inclusive of land care projects. Manage and coordinate the provision of agricultural disaster risk management services. Manage and coordinate the provision of Agricultural engineering services. Manage and coordinate the provision of agricultural mechanization services.

ENQUIRIES

: Ms. B. Pule Tel No: (018) 392 1732

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

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

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.

MANAGEMENT ECHELON

POST 20/72 : **DIRECTOR: VIOLENCE PREVENTION**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R1 216 824 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Directorate: Violence Prevention Unit

REQUIREMENTS : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in Public Health/Social Science/Criminology or related field as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it, as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of management. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Knowledge and understanding of policy development, strategy management, monitoring and review processes. Knowledge and understanding of information systems, programme and project management. Knowledge and understanding of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Knowledge of public service procedures, processes and systems. Strong corporate management skills within a health care environment.

DUTIES : Provide strategic management including change management, guidance, advice and oversight in respect of violence prevention policies, strategy as well as intervention development and implementation. Facilitate the development, co-ordination, approval as well as the evaluation of evidence-based policies and violence prevention interventions and ensure the implementation thereof. Provide overall guidance and support to the Implementation Teams across the various geographic areas. Collaboratively influence policy and strategy alignment between all spheres of government. Ensure that trust-based relationships/partnerships with stakeholders are developed through managing stakeholder expectations, networking and fostering good communications. Overall responsibility for corporate governance, including all aspects of People Management and Development, and Financial Management.

ENQUIRIES : JO Arendse Tel No: (021) 815-8612

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 June 2025

OTHER POSTS

POST 20/73 : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIATION ONCOLOGY)**

SALARY : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum

	Grade 3: R1 773 222 per annum
	A portion of the package can be structured according to the individual's personal needs. (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	: Groote Schuur Hospital, Observatory
	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiation Oncology. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Radiation Oncology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Radiation Oncology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Radiation Oncology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Radiation Oncology. Inherent requirements of the job: Participate in the after-hours call system. Commuted overtime is compulsory. Competencies (knowledge/skills): Knowledge and experience of modern radiotherapy planning and treatment, including 3D CRT, VMAT planning and treatment, chemotherapy administration and management of side effects, and biological therapy, as well as experience in palliative care is required. To lead and run an efficient and cost-effective colorectal, hepato-biliary and thyroid combined Oncology service at Groote Schuur Hospital. Computer literacy (MS Office). ACLS or ATLS course training. GCP (Good Clinical Practice) training.
<u>DUTIES</u>	: Take on additional clinics in times of need and create/update treatment guidelines for all clinics. Take on administrative and/or management roles within the department as required. Conduct appropriate clinical audits and appropriate clinical research within the department to stay abreast of clinical development. Support major referral centres in drainage areas eg. George Hospital, Vredenburg Hospital, Mitchell's Plain Hospital, by doing outreach and supporting competencies in the District Health Care System to manage patients and referrals appropriately. Participate in departmental outreach teaching initiatives such as Access to Care radiotherapy teaching program. Involved in CMSA teaching and training and assessment. Supervise, teach and assess registrars and Mmed projects according to best practice standards.
<u>ENQUIRIES APPLICATIONS</u>	: Prof J Parkes Tel No: (021) 404-4265
	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for the post. 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). Please ensure that you attach an updated CV.
<u>CLOSING DATE</u>	: 30 June 2025
<u>POST 20/74</u>	: <u>DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R1 028 091 per annum, A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	: Valkenberg Hospital
	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's

	licence. Willingness to perform standby duties. Competencies (knowledge/skills): Knowledge of Nursing administration, Nursing Education, Quality Improvement, Infection Prevention and Control and Occupational Health strategies in health. Computer literacy in Microsoft Word, Excel and Power Point packages. Excellent verbal and written communication skills.
<u>DUTIES</u>	: Provide strategic management and leadership to the nursing department. Oversee clinical governance and service delivery of nursing department. Effective people management of nursing services which include nursing personnel, HR matters, Staff development and staff support. Manage allocated budgets which include, Nursing Personnel, Agency, and Overtime, Budget, Equipment, Vetting and Asset Management.
<u>ENQUIRIES</u>	: Ms C Goliath Tel No: (021) 826-5786
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for the post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 30 June 2025
<u>POST 20/75</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	: Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE</u>	: Mossel Bay Sub-district, (Stationed at Mossel Bay Hospital)
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to work Commuted overtime and after hours when needed. Competencies (knowledge/ skills): Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory. Diploma in either Child Health, HIV, PEC, Psychiatry, Obstetrics and Anaesthesia.
<u>DUTIES</u>	: Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide and efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment. Willingness to travel throughout the district.
<u>ENQUIRIES</u>	: Dr JB van Jaarsveld Tel No: (044) 604-6102

<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 Garden Route District, for a period of 3 months from date of advert. Candidates may be subjected to competency test.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/76</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRICS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs. (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	New Somerset Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: Grade 1: None after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Applicants must have a valid APLS/PALS/NLS certificate. Provision of after-hours emergency services and participate in commuted overtime at 16 hours per week. Provision of outreach and support in the Metro Southern Western Districts. Competencies (knowledge/skills): Post-internship experience in general paediatrics and neonatology under on-site supervision of a registered paediatrician. Computer skills. Completion of/ exemption from South African Community Service. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must be competent in provision of paediatric and neonatal resuscitation. Must be capable of providing comprehensive paediatric and neonatal emergency care in ambulatory and in-patient settings. Provision of high-standard in-patient, out-patient and outreach services. Must be capable of teamwork, planning, organisation and coordination. Must have excellent clinical note keeping, referral writing and complex medical report writing skills. Excellent interpersonal, communication, analytical, problem-solving, time management and administrative skills. Display empathy for patients, promote advocacy, and facilitate a biopsychosocial management framework.
<u>DUTIES</u>	:	Provide high-quality clinical service to patients and their families, adhering to evidence-based management protocols. Clinical leadership in the workplace. Administration of the medical officer roster, patient statistics collection, ECCR

patient management system and other WCG health applications. Improve professional competence by regular self-learning and reflection. Effective and efficient administration of clinical services. Supervision of junior medical staff to ensure high quality of care and good clinical outcomes. Working and communicating well with nursing staff, allied professionals and all students rotating at the facility. Ward-based formal and informal teaching and training of junior staff and undergraduate medical students.

**ENQUIRIES
APPLICATIONS**

: Dr S Chippendale Tel No: (021) 402-6431
: 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. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

CLOSING DATE

: 30 June 2025

POST 20/77

: **MEDICAL OFFICER: GRADE 1 TO 3 (NEONATOLOGY)**
(1-Year Contract)

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. (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

**CENTRE
REQUIREMENTS**

: Groote Schuur Hospital, Observatory
: 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: Commuted overtime is compulsory. Competencies (knowledge/skills): Good governance principles and documentation practices. Commitment to providing empathetic, holistic care and advocating for patients. Capability to handle a demanding clinical workload with effective time management, organisation, and prioritisation skills. Strong interpersonal skills, with a proven ability to work in a team and communicate effectively with colleagues, patients, and their families. Post community service experience in General Paediatrics or Neonatology.

DUTIES

: Provide comprehensive medical care to neonates, including managing acute neonatal emergencies, performing resuscitation and stabilisation procedures, and treating neonates with chronic and complex medical conditions under supervision. Actively participate in daily ward rounds, collaborating with

	consultants and multidisciplinary teams to develop and execute plans under supervision. Supervise and provide guidance to medical students, enhancing their clinical skills and knowledge in neonatology. Contribute to quality improvement initiatives aimed at optimising patient outcomes and advancing best practices within the neonatal unit. Communicate effectively with patients' families, offering support, information, and empathy during critical times.
<u>ENQUIRIES</u>	:
<u>APPLICATIONS</u>	: Dr S Pillay Tel No: (021) 404 6025 or email: shakti.pillay@uct.ac.za : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Please ensure that you attach an updated CV.
<u>CLOSING DATE</u>	: 30 June 2025
<u>POST 20/78</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	: Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	: Paarl Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a Professional Council: Registration with the HPCSA as medical Officer. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as 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 2: A minimum of 5 years' appropriate experience after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 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 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: Participate in the after-hours call system and perform outreach in the Paarl Hospital ecosystem. Competencies (knowledge/skills): Appropriate experience in Internal Medicine. Proven experience in procedural skills appropriate to the field of Internal Medicine. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Good professional attitude. Communication skills.
<u>DUTIES</u>	: Provide comprehensive medical care to patients by diagnosing and treating illnesses and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Maintain accurate and detailed patient records. Refer patients to specialists or other healthcare providers when necessary. Financial management by effective and efficient use of resources. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.

<u>ENQUIRIES APPLICATIONS</u>	:	Dr C. Piek Tel No: (021) 860-2561, email: cornelia.piek@westerncape.gov.za
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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. Candidate will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for other similar posts within the Chief Directorate: Rural Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/79</u>	:	<u>DEPUTY DIRECTOR: PROFESSIONAL SUPPORT SERVICES</u> Garden Route District
<u>SALARY</u>	:	R1 059 105 per annum. A portion of the package can be structured according to the individual's personal needs
<u>CENTRE REQUIREMENTS</u>	:	Garden Route District Office
	:	Minimum educational qualification: Appropriate four-year health related Diploma/Degree registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in Strategy and Planning of health services. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel within the district. Competencies (knowledge/skills): Computer Literacy (MS Office: MS Word, Excel, PowerPoint and Outlook). Advance managerial and communication skills (verbal and written). Ability to analyze and interpret Health System Information and compile and present district plans and reports. Good leadership and project management skills.
<u>DUTIES</u>	:	Management of strategy, policy and planning. Co-ordination of capital and maintenance physical infrastructure projects. Strategic co-ordination of Quality Improvement initiatives and programs. Management of the Health Information Program. Management of the Communicable Disease Control Program. Supervision of the Environmental Health Program. Support of select Health Programs, including Oral Health and Clinical Forensics. Intersectoral collaboration support. Supervision of the workshop and Clinical Engineering workshop program. Management of Quality Improvement.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms H Mentoor Tel No: (044) 803-2700
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/80</u>	:	<u>PHARMACIST GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R848 862 per annum Grade 2: R917 634 per annum Grade 3: R1 001 349 per annum A portion of the package can be structured according to the individual's personal needs
<u>CENTRE REQUIREMENTS</u>	:	Lentegeur Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Pharmacy Council (SAPC) as a pharmacist. Registration with a Professional Council: Registration with SAPC as a Pharmacist. Experience: Grade 1: None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as pharmacist with a recognized foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 6-years relevant experience after registration as pharmacist with a recognized foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Grade 3: A minimum of 13 years appropriate experience after registration as a pharmacist with the

SAPC in respect of SA qualified employees. 14-years relevant experience after registration as pharmacist with a recognized foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to perform relief, standby and after-hour duties when required. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health policies and Pharmaceutical Acts and laws. A sound level of clinical knowledge of pharmaceuticals listed in all the levels of the National Essential Medicine lists and Treatment guidelines. Appropriate experience in a public hospital/health environment. Computer literacy skills (including Excel, Word, Outlook and Teams) to be specified in application/CV. Appropriate experience in dispensing and stock control. Good interpersonal and communication skills. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to supervise, tutor and train staff. Appropriate experience working in a hospital environment with in-patients as well as out-patients.

DUTIES : Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care for patients. Promotion of rational drug use and implement policies and guidelines in keeping SAPC regulations, National Drug policy and National and Provincial treatment guidelines. Manage, assess and monitor compliance w.r.t good pharmacy practice, Ideal Hospital and National core standards. Maintaining and improving an effective acute and chronic prescription medicine supply system. Maintain and improve the quality of patient care as a member of the multi-disciplinary team, which includes antimicrobial stewardship, rational medicine use reviews and Adverse Drug Reaction reporting. Do ward rounds in the hospital. Effective Dispensing and compounding of pharmaceuticals in line with statutory requirements. Placing of orders with suppliers and ensuring efficient stock levels and stock control at the hospital. Ensuring cold chain is maintained. Effective monitoring of pharmaceutical expenditure and implementation of budgetary control measures.

ENQUIRIES : Mr A Johnston Tel No: (021) 370-1447
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for 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 June 2025

POST 20/81 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
 Garden Route District

SALARY : R693 096 per annum
CENTRE : Alma CDC, Mossel Bay Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic Nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years of appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Willingness to rotate between PHC clinics within the Sub-

	District. Competencies (knowledge/skills): Information management with regards to PHC indicators. Quality assurance knowledge. COPC Principles and implementation. Legislation of Ideal Clinic and Office of Health standards and compliance.
<u>DUTIES</u>	: Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman and Child Health and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control, control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.
<u>ENQUIRIES</u>	: Ms. A Lamprecht Tel No: (044) 604 - 6106
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for the post. 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. Candidates can be subjected to a practical/ oral assessment.
<u>CLOSING DATE</u>	: 30 June 2025
<u>POST 20/82</u>	: <u>OPERATIONAL MANAGER NURSING (GENERAL)</u> Cape Winelands District
<u>SALARY</u>	: R549 192 per annum
<u>CENTRE</u>	: Robertson Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Work after-hours, shifts, weekends and public holidays when required. Standby for Hospital. Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing s within the public sector and basic computer literacy (MS Word, Excel and Outlook). Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organizational skills. Knowledge of health applications i.e. Clinicom, SINJANI and HECTIS.
<u>DUTIES</u>	: Effective management of nursing care, which includes effective utilization of human, financial and physical resources in the generic ward. (Generic Ward Include, female, male and paediatric patients.) Ensure quality nursing care throughout the hospital through participation in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures. Provision of effective support and standby duty for Nursing Management. Implement and oversee effective processes and practices regarding all statistical information needed to render a quality health service. Supervise, plan and implement the provision of effective and efficient infection control measures. Maintain and participate in inter-professional and multi-disciplinary teamwork.
<u>ENQUIRIES</u>	: Ms. SM Kortje Tel No: (023) 626-8548
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for the post. Shortlisted candidates may be required to do a practical test and will be subjected to a Competency Assessment. The pool of applicants will be considered for similar vacant post within Robertson Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 30 June 2025

<u>POST 20/83</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 TO 2 (HAST & ARV)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R549 192 per annum Grade 2: R636 126 per annum
<u>CENTRE</u>	:	Khayelitsha/Eastern Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. (This dispensation is only applicable for the posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Cape Metro. Competencies (knowledge/ skills): Knowledge of the HIV/AIDS/STI/TB, Maternal-Child-Youth - Women's and Men's Health, Chronic Diseases. Ability to work independently and in a multi-disciplinary team. Computer literate in MS Office (Excel, Word and Power point), and MS Outlook.
<u>DUTIES</u>	:	Provide program, technical, and clinical support to sub-structure, District hospital and PHC teams to implement Western Cape and Metro Health strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs initiatives aligned with the 2030 vision. Analyze HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC, staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs. Support Wellness Hubs, DMOC implementation, and manage NPO contracts and monitoring as per FA 21 guidelines.
<u>ENQUIRIES</u>	:	Mr T O'Rie Tel No: (021) 360-4177
<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 date of the advert. Candidates will be subjected to a competency/practical and oral assessment.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/84</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (QUALITY MANAGEMENT, IPC & OHS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R549 192 per annum
<u>CENTRE</u>	:	Khayelitsha/Eastern Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to maintain registration with the SANC. Registration with a Professional Council: Registration with the SANC as 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: Valid (Code B/EB) Driver's Licence. Willingness to travel in the Khayelitsha/Eastern Geographic area. Competencies (knowledge/ skills): Knowledge of Provincial Infection Prevention and control measures and practices. Understanding of Occupational Health and Safety Act no 85 of 1993, related regulations and policies. Good interpersonal relations, leadership and communication (verbal and written) skills. Ability to analyse health systems information, conducting research/surveys and compiling comprehensive

		reports. Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control (NCS requirement). Ability to facilitate and promote training.
<u>DUTIES</u>	:	Develop and ensure implementation of the Infection Prevention and Control Policy, guidelines, and Standard Operating Procedures (SOPs) to improve clinical practice. Support and engage Facility Managers and Institutions support to policy and legislative SHERQ requirements. Facilitate and co-ordinate the management of risks as identified in terms of the Infection control policy. Provide effective guidance and coordinate training in Infection Prevention and Control to all staff. Support quality assurance programmes: monitor adherence to OHS, IPC and Risk Management in line with National and Provincial policies and Core Standards. Support OHS committee for effective functioning and plan and coordinate OHS meetings.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (021) 360-4622
<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 date of the advert. Candidates will be subjected to a competency/practical and oral assessment.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/85</u>	:	<u>ASSISTANT DIRECTOR: IMPLEMENTATION ENABLEMENT REPORTING</u> Chief Directorate: Emergency Clinical and Services Support
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Directorate: Violence Prevention Unit
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Degree/Diploma. Experience: Appropriate experience with stakeholder relations or community engagements. Appropriate experience with evidence-based violence prevention strategies. Appropriate experience interacting with the public service. Appropriate experience in Public Development and Implementation. Inherent requirements of the job: Willingness to work overtime. Willingness to travel. Valid (Code B/EB) driver's license. Competencies (knowledge/ skills): Good interpersonal skills. Computer literacy and skills. Planning and organisational Skills. Facilitation and presentation skills. Dispute resolution / conflict management skills. Problem-solving skills. Analysis Skills. Knowledge and understanding of the functions of the different spheres of government. Knowledge and understanding of the social dynamics within communities. Knowledge of the policies and priorities of the government of the day (local, provincial and national). Knowledge of modern systems of governance and administration. Knowledge of developing and implementing communications strategies. Knowledge of monitoring, evaluation and learning methods, tools and techniques. Knowledge of relationship/stakeholder management. Understanding of implementation in complexity.
<u>DUTIES</u>	:	Coordinate the mobilisation, implementation and reporting on violence prevention strategies for common impact. Engage and advise implementation teams on localised responses to violence prevention, including the co-development of violence prevention guidelines, frameworks and implementation tools. Co-develop, implement and learn from monitoring plans for the implementation of violence prevention interventions. Co-develop, monitor and learn from the implementation of evidence-based violence prevention interventions, including the prioritisation of interdepartmental and intersectoral violence prevention programmes and projects. Gather relevant data and information related to violence prevention for the purpose of regular reporting, data visualisation and policy/strategy development and refinement. Provide a professional administrative support service, including accurate record keeping on deliverables, effective communication and review of financial requirements.
<u>ENQUIRIES</u>	:	Ms B Rezant Tel No: (021) 815-8792
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Assistant Director: Violence Prevention Implement and Reporting posts within the Chief Directorate: Emergency & Clinical Support Services, for a period of 3 months from date of

		advert. Candidates may be subjected to conduct a Competency Assessment. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/86</u>	:	<u>ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Financial and Supply Chain Management. Experience on Logis, BAS and EPS (Electronic Purchasing System). Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/ skills): Knowledge & Experience of Public Sector Procurement and Supply Chain Management Processes and Procedures. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies. Must be computer literate. Management, supervisory and leadership skills as well as good interpersonal relations and communication skills.
<u>DUTIES</u>	:	Ensuring Sound Supply Chain Management processes are followed in terms of Demand, Acquisition, Warehouse and Asset Management for Victoria Hospital and Primary Healthcare Facilities under the Victoria Hospital as a Hub. Financial Management by ensuring effective Creditors Management, Management of Expenditure and Revenue as well as Asset and Liability Accounting for the institution. Ensure Internal Control Measures are in place to maintain Compliance to Policies and Prescripts for the Finance and Supply Chain Management components. Control and analyse monthly and IFS/AFS reporting for the institution. Effective management of Human Resources in the Finance and Supply Chain Management Components.
<u>ENQUIRIES</u>	:	Ms C Dyini Tel No: (021) 799-1290 or email: Ms. C. Dyini @ Dyini.Chwayita@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a competency assessment. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/87</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OBSTETRICS) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with SANC as a Professional Nurse and Midwife. Experience: Grade1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification. Inherent requirements of the job: Willingness to work after hours. Willingness to work shifts, public holidays and weekends. Competencies (knowledge/ skills): Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a specialised clinical nursing practice in accordance with the scope of practice and nursing standards. Able to plan and organise own work and that of support personnel to ensure holistic quality nursing care. Display leadership skills as Specialist midwife, promoting teamwork, responsibility and accountability.
<u>DUTIES</u>	:	Provide specialised nursing care within a professional legal framework and according to relevant set standards. Manage material and human resources in

		a cost-effective way. Accept responsibility as team leader and promote service excellence in the unit. Keep abreast of developments in the Nursing and Midwifery profession. Relevant education and demonstration to health care users as well as training and development of health care providers in the unit. Effective communication with other stakeholders interdepartmental and at different service levels.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J Ntshabele Tel No: (021) 360 4336
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific post basic qualification with the SANC (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Professional Nurse General posts within the Chief Director: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/88</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Mossel Bay Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a Professional Council: Current registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to work shifts, Sundays, public holidays, night shift and overtime. Competencies (knowledge/skills): Good communication skills. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Maintain a constructive working relationship with nursing and other stakeholders. Provision of Support to Nursing Services. Provide holistic specialized nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislation. Effective manage and utilize human and material resources. Participate in training, development and research within the nursing department.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms JA Mahlangu Tel No: (044) 604 - 6104
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date. Shortlisted candidates will be subjected to a practical/written and oral assessment.

<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/89</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Alma CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a Professional Council: Registration with the SANC as a professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).
<u>DUTIES</u>	:	Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.
<u>ENQUIRIES</u>	:	Ms A Lamprecht Tel No: (044) 604-6106
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). 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. Candidates will be subjected to a practical/ oral assessment.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/90</u>	:	<u>RADIOGRAPHER: GRADE 1 TO 3 (DIAGNOSTIC)</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a

Diagnostic Radiographer. Registration with a Professional Council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as an Diagnostic Radiographer in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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 as a Diagnostic Radiographer in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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: Must work shifts. Competencies (knowledge/skills): Knowledge of theatre, mobile, fluoroscopy and general radiography protocols. CT experience will be advantageous. Appropriate experience in a busy general department with knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Knowledge of Patient Archiving and Communication Systems. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills, the ability to work under pressure and independently and in a team.

DUTIES : Be responsible for the provision of a patient-centred radiographic imaging service over a 24-hour period, including risk management. Identify and perform the most appropriate diagnostic images of high quality, be responsible for self-development as well as training of staff and students. Ensure optimal care of equipment, quality assurance and use of suitable radiation protection. Provide support to the Chief and Assistant Director regarding day to day activities.

ENQUIRIES : Ms N Behardien-Peters Tel No: (021) 404-4187
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 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 June 2025

POST 20/91 : **SENIOR ADMINISTRATIVE OFFICER: HRD (PEOPLE DEVELOPMENT)**
 Directorate: People Development

SALARY : R397 116 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma /Degree in Human Resource related field. Experience: Appropriate experience in a supervisory capacity. Appropriate experience in Human Resource Development. Inherent requirements of the job: Valid Code (B/EB) drivers licence Driver's licence and a willingness to travel throughout the province. Competencies (knowledge/skills): Ability to use all relevant computer applications independently, and with ease. Knowledge and understanding of Human Resource Development legislation. Excellent computer literacy skills. Ability to collate and prepare data for management reports. Excellent interpersonal skills and ability to work under pressure.

DUTIES : Analyse, collate, coordinate, and verify the planning, development, distribution, and evaluation of decentralised quarterly training reports in alignment with departmental monitoring requirements. Analyse and coordinate the development of the Workplace Skills Plan (WSP) to ensure compliance with organisational and legislative frameworks. Provide guidance and support to Skills Development Facilitators (SDFs) across the department. Coordinate and facilitate training initiatives for staff within the Directorate: People Development.

		Monitor and evaluate the impact and effectiveness of training interventions. Coordination of leadership and management development programmes. Provide efficient general administrative and operational support to supervisor and senior management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S Cupido Tel No: (021) 483 3843
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/92</u>	:	<u>COMMUNICATION OFFICER (X2 POSTS)</u> Directorate: Communications
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Head Office, Cape Town (X1 Post)
	:	Red Cross War Children's Memorial Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree in Communication, Journalism, Public Relations, or Marketing. Experience: Appropriate experience in a communication, public relations or media environment, which include building and managing client and stakeholder relationships; developing visual communication products; media, reputation and response management; internal communication and brand management, and developing and executing communication campaigns. Appropriate experience in the public service, NGO or NPO environment. Appropriate experience in Adobe InDesign and photography. Inherent requirement of the job: Valid Code (B/EB) driver's licence. Willing to occasionally work outside regular office hours and to travel for work. Competencies (knowledge/skills): Media liaison. Reputation management. Written and visual content development. Excellent verbal and written communication skills. Strong interpersonal skills.
<u>DUTIES</u>	:	Conceptualisation and implementation of communication plans and campaigns. Reputation management. Internal communication and brand management. Project and event management. Stakeholder engagement support. Monitoring and evaluation of communication campaigns, risks, and sentiment.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Lesch Tel No: (021) 483- 3245
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/93</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCE (DICU) (X10 POSTS)</u> Directorate: Financial Accounting
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Head Office, Cape Town on the premises of Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3 - year National Diploma/Degree in SCM, Finance, Accounting or Auditing with experience in the key performance areas of the job Experience: Appropriate experience in Internal Control, Finance and Supply Chain Management environment. Inherent requirement of the job: Valid (Code B/EB) manual driver's license. Willingness to travel across the province. Competencies (knowledge/skills): The ability to interpret and apply financial and SCM policies, procedures, and prescripts. Ability to compile reports and presentation thereof. Knowledge of inventory, assets, irregular expenditure, commitments, and accruals Knowledge of transfer payments. Computer literacy (Microsoft Excel, Word, Power Point).
<u>DUTIES</u>	:	Evaluate Accounting and Supply Chain transactions for correctness and compliance with the legislative framework and financial prescripts. Evaluate inventory within the institutions and ensure that all inventory/warehouse items reconcile on the Accounting Systems of the department. Evaluate the use and management of all assets in the institution and ensure that all assets are correctly accounted for on accounting systems of the department. Report any discrepancies found and assist Institutional management to implement corrective measures.
<u>ENQUIRIES</u>	:	Mr A. Moya, email address (Anele.Moya@westerncape.gov.za)

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/94</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND ASSET MANAGEMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Metro TB Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA'S) of the post. Experience: Appropriate experience of Supply Chain Management (Procurement and Asset Management). Appropriate supervisory experience. Appropriate working experience on LOGIS and the Electronic Procurement System. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/ skills): Sound knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Accounting Officer's System of the department of Health. Knowledge of the Accounting Officer's System of the Department. Sound knowledge of all financial management systems and regulations: BAS, Logis, Financial and treasury instructions, PFMA, BMI. Advanced computer literacy (MS Word, Excel and Outlook).
<u>DUTIES</u>	:	Effective and efficient Asset Management including Asset Procurement, Verification of Assets and Disposal Management. Effective Contract management and Acquisition Management of Goods and Services. Ensure Audit Compliance. Assistance with Reporting and Support to Supervisor Effective and efficient management of the Human Resources in the component.
<u>ENQUIRIES</u>	:	Mr B Silwanyana Tel No: (021) 508 7451
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/95</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management (Procurement). Appropriate experience in the Procurement Process. Competencies (knowledge/ skills): Extensive knowledge of and practical experience in Logis and the Integrated Procurement Solutions (ePS). Good verbal and written communication skills. Computer literacy in MS Word, MS Excel, Outlook. Good organisational skills. Be able to manage a team of Procurement Clerks Knowledge and experience of the Procurement process. Knowledge of Asset and Inventory (warehouse) Management procedures. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA). Ability to apply the Disciplinary code. Knowledge of Accounting officer system and maintenance services 16B.
<u>DUTIES</u>	:	Facilitate the Procurement process for Khayelitsha District Hospital from demand to delivery, inclusive of non-performance management administrative duties. Effective and efficient management of the Procurement on Logis and Electronic Procurement Solutions (ePS) environment. Perform the duties as an Approver on ePS. Ensure the effective application of procurement policy processes including management of acquisition, contract and demand management. Coordinate and advise on the process of drafting specifications. Authorise transaction on LOGIS. Reporting on internal and external stakeholders (IFS, AFS and other) Accurate and timeous reporting of

		information related to medical consumables and all the other items that are used in the Hospital environment to internal and external stakeholders. Effective procurement of all institutional assets, consumables, medical items, major and minor and ensuring budgets are spent. Liaise with end users, service providers and other departments regarding.
<u>ENQUIRIES</u>	:	Mr N Sitonga Tel No: (021) 360-4734
<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 date of the advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/96</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, PERSAL and Recruitment and Selection. Competencies (knowledge/skills): In-depth knowledge and experience of the Recruitment and Selection Policies and Procedures in the Public Service. Strong analytical and strategic thinking abilities. Computer skills in MS Office (i.e. Word, Excel, PowerPoint, Outlook and PERSAL).
<u>DUTIES</u>	:	Administer and ensure effective and efficient implementation of HRM policies, prescripts, approval of PERSAL transactions with regards to Personnel provisioning, Personnel and Salary administration. Assist with the administration of OSD and Grade Progression. Maintain an effective and efficient Recruitment and Selection service. Provide an effective support function to manager and personnel. Supervise Administration Clerks to ensure effective functioning of the Personnel Administration Section.
<u>ENQUIRIES</u>	:	Mr. SP Cupido Tel No: (021) 860-2852
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a practical test.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/97</u>	:	<u>ADMINISTRATIVE OFFICER: HEALTH SUPPORT (INSPECTORATE)</u> Directorate: Assurance
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A Higher Certificate (NQF5) in Administration/Business/Finance/Health field (or equivalent). Experience: Appropriate experience in general office administration. Appropriate experience in a business management environment. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team building skills within and outside the Licensing and Inspectorate Component and Directorate Assurance. Client and task orientated. A sound knowledge of the functions and duties of Provincial Government Western Cape. A sound knowledge of Western Cape Provincial Notice 187 of 2001 and Mental Health Care Act no 17 of 2002. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and E-mail. Ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Assist in the office with regards to private health facility and community mental health licensing and inspections, planning and assisting in the execution of such inspections and handle the correspondence relating to services inspections. Respond to enquiries and obtain the relevant administrative records to attend to the enquiries. Comprehensive administrative support to

		the Offices of the Assistant Director and Deputy-Director with the appropriate documentation and administration before, during and after meetings. Perform office support service effectively and professionally. Human Resource Management as it relates to the supervision of support staff and assist with the management of the duties of the division. Execute the correct procedure in levying and collecting of inspection fees from private health services in terms of applicable health legislation.
<u>ENQUIRIES</u>	:	Dr B Ngwenya Tel No: (021) 483-7116/ 0674047838
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/98</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Cape Winelands District
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Robertson Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in managing outsourced contract services, report-writing, interpreting/compiling of contracts, Compile service level specifications, monitoring and auditing service contracts. Experience in supervision. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge and ability to interpret and correctly apply Policies, Regulations, Instructions, and especially the service standards, service outputs and service level agreements of an integrated facility management service. Knowledge and understanding of integrated hard- and soft facilities management, monitoring and evaluation. High numerical literacy and good computer literacy (proficiency in Windows, MS-Office, PowerPoint, Excel and emails). Excellent communication, interpersonal and conflict management skills.
<u>DUTIES</u>	:	Efficient and effective monitoring, reporting and complaints management in respect of all hard- and soft facility management services rendered to the Department by a Service Provider. Train Department of Health and Wellness staff in respect of stipulated procedures, policies and protocols of a service level specification for integrated facility management service. Liaise between Department of Health and Wellness staff and Service Provider, Help Desk, Contract Manager and Medical Manager of Langeberg Sub District. Monitor, evaluate and report on the compliance in respect of Integrated Facility Management Services rendered by a Service Provider. Compile monthly, quarterly and annual summary reports for Contract Manager/Medical Manager of Langeberg Sub district.
<u>ENQUIRIES</u>	:	Ms. EM Volschenk Tel No: (023) 626-8565
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts in within the Robertson Hospital, Langeberg Sub District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/99</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Lentegeur Hospital, (Nurse Relief Team, X2 Posts) and (Ward 97, X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse with Psychiatry. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: Grade1: None. Grade 2: A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job:

		Willingness to work shifts, day and night duty, weekends and public holidays. Competencies (knowledge/skills): Knowledge and understanding of nursing care processes, procedures, statuses, and other relevant legal and ethical practices. Computer literacy: MS Office, MS Outlook Good Communication Skills. Report Writing. Appropriate experience working with Mental Health Care users in a Psychiatric Ward.
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care with set standards and within a professional/legal and ecosystem framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
<u>ENQUIRIES</u>	:	Ms ID Cupido Tel No: (021) 370 -1358
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/100</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	HIV AIDS Knysna and Plettenberg Bay Sub-district (Stationed at Knysna Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and midwife. Registration with a Professional Council: Registration with the 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 requirements of the job: Willingness to rotate to other departments. Willing to work shifts, including weekends, public holidays and night duty. Competencies (knowledge/skills): Basic computer skill in Ms Word. The ability to function independently under pressure. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal).
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality patient care. Practice nursing and health care in accordance with the laws and regulations governing the nursing profession (nursing legislation and ethics). Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development.
<u>ENQUIRIES</u>	:	Ms CG Wagener Tel No: (044) 302 - 8400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 Knysna/Bitou Sub District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/101</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R324 384 (PNA2) per annum Grade 2: R396 132 (PNA3) per annum Grade 3: R476 637 (PNA4) per annum
<u>CENTRE REQUIREMENTS</u>	:	Worcester Regional Hospital Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as 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. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good problem solving, motivational and leadership skills.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Ensure accurate collection and recording of data. Render support to the supervisor and colleagues.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Bruiners Tel No: (023) 348-1104 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/102</u>	:	<u>SPEECH THERAPIST GRADE 1 TO 3 (6/8TH POST)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R297 924 per annum Grade 2: R347 955 per annum Grade 3: R407 325 per annum
<u>CENTRE REQUIREMENTS</u>	:	Theewaterskloof PHC Support and Outreach, Theewaterskloof Sub-district Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist or Speech Therapist and Audiologist. Registration with a Professional Council: Registration with the HPCSA as a Speech Therapist or

Speech Therapist and Audiologist. Experience: **Grade 1:** None after registration as Speech Therapist with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Speech Therapist with the HPCSA in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Speech Therapist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as a Speech Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Speech Therapist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a Speech Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients and attend meetings and training sessions. Competencies (knowledge/ skills): Good interpersonal, planning and organisational skills, and computer literacy (MS Office). Knowledge of applicable health legislation, relevant acts and policies. Ability to adapt and work efficiently in a resource-constrained environment.

DUTIES : Deliver a clinical speech therapy services at health facility level. Provide training. Render community-based speech therapy service. Assist in management of clinical, financial- and human resources. Administrative duties, complete documentation of all services rendered.

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

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

CLOSING DATE : 30 June 2025

POST 20/103 : **SENIOR EMERGENCY CONTROL CENTRE AGENT (DISPATCHER) (X6 POSTS)**

SALARY : R269 499 per annum
CENTRE : Emergency Communication Centre, Metropole
REQUIREMENTS : Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate Emergency/ Medical Call-Centre experience. Inherent requirement of the job: Computer literacy (MS office). Ability to work shifts as per roster. Appropriate knowledge of GEMC/CAD computer aided dispatching system. Competencies (knowledge/skills): Basic knowledge of the topographical layout of the Western Cape. Good leadership, listening, supervisory, work organization and prioritization skills. Must be able to utilise mapping software for resource allocation.

DUTIES : Manage caller anxiety and stress and provide life-saving telephonic interventions. Accurately record information in order to ensure data integrity and subsequent appropriate management intervention. Alert supervisors to recurrent incidents, as well as exceptional incidents of a critical life threatening in nature, particularly in the mass casualty context. Implement any instructions as per the identified medical dispatch protocol reference system (MDPRS). Mobilise vehicle resources, control the deployment of resources and react to delays in the individual status of the deployed vehicles. Manage Major Incidents according to plan Delta and MIMMS, and mobilize other emergency services incl. Traffic, Fire SAPS and Disaster Management when required. Training and supervision of Emergency Communications students during their elective.

ENQUIRIES : Mr N Newman Tel No: (021) 932 1966

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/104</u>	:	<u>SECRETARY</u> Cape Winelands District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Stellenbosch Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) Grade 12 plus computing and Computer Applications. Experience: Appropriate administrative and secretarial experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good communication skills (both verbal and written). Good telephone etiquette and interpersonal skills to deal with the public and staff members and ability to work independently. Ability to handle information in a confidential manner and professional attitude. Computer literacy and typing skills (MS Office, Word, Excel, Power Point and E-mail).
<u>DUTIES</u>	:	Provide secretarial and administrative support to the Manager Medical Services and management team including diary management, meeting management and task management. Adopt new technology to streamline and improve the management of administrative processes. Screen, direct and managing telephonic, written and email communication appropriately. Receive visitors, plan and coordinate events and fulfil a public relations and hospitality role for the sub-district management team. Provide professional support including office management, complaints tracking and doing research and providing general support for special projects.
<u>ENQUIRIES</u>	:	Dr ND Blanckenberg Tel No: (021) 808-6106
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Stellenbosch Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/105</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (INFRASTRUCTURE SOURCING)</u> Directorate: Supply Chain Sourcing Sub-Directorate: Infrastructure Sourcing
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience performing administration and possess Supply Chain Management experience. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Computer literacy in MS Office (Word, Excel, PowerPoint and Outlook). Good communication (verbal and written) planning and organisational skills. Ability to work under pressure, pay attention to detail and meet deadlines.
<u>DUTIES</u>	:	Perform general office administration. Develop and maintain a record keeping filing system. Provide administration for Infrastructure Sourcing People Management matters. Render an effective Supply Chain Management (Procurement) administrative support service. Perform an administrative function for complaints raised via and experienced by Infrastructure Sourcing. Provide an overall support role to the Manager of the Infrastructure Sourcing component.
<u>ENQUIRIES</u>	:	Ms. P Snell, email: Priscilla.Snell@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	30 June 2025

<u>POST 20/106</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Garden Route District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mossel Bay Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competences that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in LOGIS and the Electronic Procurement System EPS. Appropriate experience in ESL and contracts. Appropriate experience in Supply Chain Management. Inherent requirements of the job: Valid (Code B/EB) Driver's License. Competencies (knowledge/ skills): Applied knowledge of the Accounting Officer's System and SCM Delegations of the Department. Applied knowledge of Western Cape Supplier Database and Centralized Supplier Database. Computer literacy (Windows/Word/Excel and Outlook and Share point). Good communication and writing skills.
<u>DUTIES</u>	:	Extensive knowledge of Procurement Planning, maintaining a Procurement Plan and overall execution of the plan and compiling of specifications. Perform ESL buy-out requests, advertising quotations on EPS, preparing quotations for Quotation Committee and Adjudication accordingly. Preparing of manual Procurement Advises, performing LOGIS system functions – Approval of PA's (QTMT, PACP and PAAP), authorizing orders (ORAT) and dispatching orders to suppliers and follow-up on a monthly basis (RCDY). Systematically receive of all Receipt vouchers and issue vouchers. Report regularly to the supervisor regarding compliance, updating and maintaining the Procurement Plan and assist with the preparation of inputs for the interim and annual financial statements (Commitments and Accruals). Execute compliance control related to Supply Chain Management and Finances and handle queries in all aspects within the Supply Chain Management Department.
<u>ENQUIRIES</u>	:	Mr D Joubert Tel No: (044) 604 6110
<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 could be subjected to a practical test.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/107</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Bothasig CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate experience in Health Information Management and appropriate Health Related Information Systems. Inherent requirements of the job: Valid (Code B/EB) Driver's License. Competencies (knowledge/ skills): Knowledge of data, capturing, scanning, preparation and creating graphs. Good interpersonal, communication and organization skills. Computer Literacy skills in (MS Word, Excel, Power point, Outlook and Teams). Ability to work under pressure, independently and in a team.
<u>DUTIES</u>	:	Data management – scanning/collation, capturing and submission to the next level. Assist with data quality monitoring, maintenance, and resolution – validation, verification, and data trend analysis. Perform an office administration role i.e., minute taking, filing, copies and logistical arrangements and assist with preparing presentations and reports. Provide general support to all Information Management and HAST clerks at facility level and assist with IM training. Assist with internal and external objective audits. Assist with ICT requests.
<u>ENQUIRIES</u>	:	Ms C Lloyd Tel No: (021) 818-0955
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. The pool of applicants will be considered for other similar posts as an Administration Clerk: Information Management within the Chief Directorate: Metro Health Services for a period of 3 months from the date of the advert. Shortlisted Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	30 June 2025

<u>POST 20/108</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (FINANCE/INCOME)</u> Garden Route District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mossel Bay Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competences that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in patient administration on Clinicom, HECTIS or any other patient registration system. Inherent requirements of the job: Required to work shifts, weekends, public holidays and night shift. Required to work overtime on short notice. Must be willing to rotate and/or relief personnel. Competencies (knowledge/ skills): Good communication skills (verbal and written). Computer literacy. Appropriate knowledge of Hospital Fees Memorandum 18.
<u>DUTIES</u>	:	Assessment of patients according to the means test when admitting patients, update patient information and ensure availability of patient folders. Responsible for sound cash management for revenue control which includes receipt of money, issue of accounts, receipt and safekeeping of money. Responsible for handling patient enquiries. Open and maintain patient folders and loan of patient folders to relevant departments on the Clinicom system. Filing of patient folders and documents on a daily basis. Record keeping, trace old folders, compile new folders, archive and destruction of folders.
<u>ENQUIRIES</u>	:	Ms A Cloete Tel No: (044) 604 - 6125
<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 could be subjected to a practical test.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/109</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ ADMIN</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent) - Accounting and/or mathematics as passed subjects. Experience: Appropriate patient fees experience in a health environment. Appropriate Clinicom experience. Appropriate Cashier experience, within a hospital setting. Appropriate Accounts Receivable (AR) experience. Appropriate BAS experience. Inherent requirements of the job: Willing to work overtime as operationally required. Competencies (knowledge/skills): Computer skills in MS Office. Good interpersonal and communication skills, ability to work independently, and as part of a team. Ability to maintain confidentiality and problem-solving and conflict management with good organisational skills. Official must have a good understanding of the daily running of a hospital fees department, good understanding of the department and fees protocol, and hospital fees, policies and procedures – Chapter 18.
<u>DUTIES</u>	:	Follow-up medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related Finance Instructions and allocate medical aid and debtor payments. General fees administration and account related duties/enquiries including filing. Cashier Duties - Complete BAS transactions including deposits, day ends, journals and special journals and reconcile with the AR system. Relieve in other outpatient departments as operationally required.
<u>ENQUIRIES</u>	:	Ms E Van der Westhuizen Tel No: (021) 833-9445
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. 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. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	30 June 2025

<u>POST 20/110</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (STUDENT MATTERS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Western Cape College of Nursing (Metro Campus, Athlone)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12/Senior (or equivalent) Certificate. Experience: Appropriate experience of system support/assistance. Inherent requirements of the job: Valid (code B/EB) driver's license. Willingness to travel and work overtime if required. Competencies (knowledge/skills): Computer literacy in Microsoft Word and Excel. Good interpersonal and communication skills. Good numerical skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Ability to effectively handle conflict. Self-Motivated and the ability to monitor and improve own work performance.
<u>DUTIES</u>	:	Advanced academic administration of higher education and South African Nursing Council. Responsible for Academic Programme administration. Effective delivery of advanced clerical tasks. Responsible for all student matters administration and related. Effective control of assets and ordering of stock.
<u>ENQUIRIES</u>	:	Ms Y Magerman Tel No: (021) 684 1202
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to do a practical test.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/111</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate Clinicom experience in a patient administration environment. Experience of health care setting and management of clients. Inherent requirements of the job: The ability to work 12-hour shift (which includes night duty, weekends and public holidays) and work overtime at short notice. Willingness to be rotated. Competencies (knowledge/ skills): Knowledge and experience of patient administration functions on the Clinicom system, e.g. Admissions. Knowledge of the Hospital Fees Memorandum 18, UPFS, and related policies and responsibilities linked to finance management, e.g. Cashiers. Good organisational skills. Ability to function independently as well as part of a multi-disciplinary team under pressure without supervision. Excellent communication skills (verbal and written). Computer literacy.
<u>DUTIES</u>	:	Administrative Duties –Admissions – Assessment of patient in accordance with the Hospital Memorandum Chapter 18 and UPFS Manual, related Finance Instructions and handle telephonic and personal enquiries regarding patient enquiries. Debtor assessment of patient and data capturing of patient information on Clinicom System. Client Services – Report all MVA's to Batsumi Hotline. Quality of care – Ensure updated information on clients' records and ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the Clinicom system and adhere to all Batho Pele Principles. Responsible for cashiers, revenue control which includes receipt of money and issuing of accounts and receipts. Safe keeping of patient's valuables. Booking of follow up appointments at Outpatient Department and VULA APP.
<u>ENQUIRIES</u>	:	Ms A Stramrood Tel No: (021) 918-1260
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. The pool of applicants will be considered for other similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from the date of the advert. Candidates will be subjected to a practical/ written and oral assessment.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/112</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R228 321 per annum

<u>CENTRE REQUIREMENTS</u>	:	George Regional Hospital
	:	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 LOGIS and the Electronic Procurement System. Appropriate experience in Supply Chain Management. Appropriate experience in Asset Management, Disposal management and Stocktaking. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer System, SCM delegation, PFMA, PTI and NTR. Applied knowledge of Western Cape Supplier Database and Centralized Supplier Database. Ability to handle a high work volume and meet strict deadlines. Ability to function independently, as well as part of a multi-disciplinary team. Computer literacy (MS Office: Word, Excel, Outlook). Knowledge of LOGIS procurement system.
<u>DUTIES</u>	:	Acquisition, Receive and issue assets and to end-users. Advertising of quotations according to the Procurement Plan. Preparing of orders and follow-ups. Management of Assets: Disposal process, movements, stock taking and compliance. Sub-system controller – assist System controller with all LOGIS system related tasks and enquiries. Handle queries in all aspects within the Supply Chain Management Department and provide an effective support service to supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms XM Sonandi Tel No: (044) 802-4507
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/113</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum
	:	Karl Bremer Hospital
	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a health commodity stores environment. Inherent requirements of the job: Willingness to work afterhours when required. Competencies (knowledge/skills): Sound theoretical and practical knowledge of warehouse functions/modules in LOGIS or Stock Management System. Good interpersonal and communication skills Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Receive and issue inventory accurately within prescribed timeframes to end users. Ensure accurate stock control i.e. verify stock levels, do spot checks, maintain min/max levels, complete bin cards. Manage inventory effectively in terms of the storage and safe keeping of items. Place orders timeously and ensure continuous stock availability (zero stock outs). Assist with the preparation of inputs for the annual financial statements (inventory). Assist supervisor with supervision of general assistants.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J Davids Tel No: (021) 834-5893
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	The pool of applicants will be considered for other similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from the date of the advert. Candidates will be subjected to a practical/ written and oral assessment.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/114</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (ORTHOPAEDIC AND UROLOGY)</u> Chief Directorate: Rural Health Services
<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>	<p>George Regional Hospital</p> <p>Minimum educational qualifications: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Willingness to perform duties at irregular hours, including night duty, overtime and relief work in the Departments to ensure effective provision of services. It will be expected of the incumbent to rotate. Competencies (knowledge/skills): Knowledge nursing processes and procedures as outlined in Nursing Act and SANC regulations. Training competencies include, Aseptic technique, Wound dressing. Basic pharmacology and mathematical skills to do calculation re dosages in medication. Basic principles of Health education. Knowledge of the nursing Care Process. Knowledge of medical legal hazards. Professionalism, good Interpersonal communication skills. Responsive, pro-active, flexible, assertive and supportive Leadership skills.</p>
<u>DUTIES</u>	Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	<p>Ms LK De Goede Tel No: (044) 802-4352</p> <p>Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").</p>
<u>NOTE</u>	No payment of any kind is required when applying for this post. Candidates may be subject 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). The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	30 June 2025
<u>POST 20/115</u>	<u>STAFF NURSE: GRADE 1 TO 3 (TRAUMA AND EMERGENCY)</u> Garden Route District
<u>SALARY</u>	<p>Grade 1: R220 614 per annum</p> <p>Grade 2: R262 287 per annum</p> <p>Grade 3: R306 798 per annum</p>
<u>CENTRE REQUIREMENTS</u>	<p>Mossel Bay Hospital</p> <p>Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/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 requirement of the job: Willingness to work shifts, day and night duty and overtime. Willingness to rotate to other wards within the hospital when needed. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.</p>
<u>DUTIES</u>	Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Take actions to improve quality of nursing care. Participate in infection prevention and control.
<u>ENQUIRIES APPLICATIONS</u>	<p>Ms JA Mahlangu Tel No: (044) 604 - 6104</p> <p>Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").</p>
<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 Garden Route District for a period of 3 months from date of advert.

CLOSING DATE : 30 June 2025

POST 20/116 : **STAFF NURSE GRADE 1 TO 3 (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum

CENTRE : Valkenberg Hospital (X1 Post)
William Slater House (X1 Post)

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as 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: Willingness to work overtime, nightshift, weekends and public holidays. Willingness to rotate within the hospital in different wards. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Good communications skills.

DUTIES : Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms C Mbalane Tel No: (021) 440 3257

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

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

CLOSING DATE : 30 June 2025

POST 20/117 : **STAFF NURSE GRADE 1 TO 3 (OUTPATIENTS SERVICES)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Current registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willing to work shifts, day and night duty, overtime, public holidays and weekends. Willingness to assist and rotate through the hospital as needed. Competencies (knowledge/

	skills): Good communication skills (both written and verbal) Self- discipline and motivation.
<u>DUTIES</u>	: Development and implementation of basic patient care plans. Provide basic clinical care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.
<u>ENQUIRIES</u>	: Ms MAT Dubru-Shunmugam: email: Mary.Dubru@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: Shortlisted candidates will be subjected to a competency assessment. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for similar vacant posts within the Department for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 30 June 2025
<u>POST 20/118</u>	: <u>NURSING ASSISTANT GRADE 1 TO 3 (MALE WARD)</u> Garden Route District
<u>SALARY</u>	: Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	: Mossel Bay Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirements of the job: Willing to work shifts, day and night duty and overtime. Willingness to rotate to other wards within the hospital when needed. Competencies (knowledge/ skills): Good communication skills. Self- discipline and motivation.
<u>DUTIES</u>	: Provide elementary clinical nursing care. Provide basic nursing care. Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Maintain professional growth, ethical standards and self-development. Record keeping.
<u>ENQUIRIES</u>	: Ms JA Mahlangu Tel No: (044) 604 - 6104
<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 Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 30 June 2025
<u>POST 20/119</u>	: <u>NURSING ASSISTANT GRADE 1 TO 3 (X5 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	: Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	: Worcester Regional Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): Sound knowledge of SANC Regulation which prescribe nursing practice. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good interpersonal and communication skills. Ability to deal with conflict situations and make sound decisions under pressure.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth / ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr S Bruiners Tel No: (023) 348-1104
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/120</u>	:	<u>PRINCIPAL PORTER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) Grade 9/ STD7. Experience: Appropriate supervisory experience of staff and mortuary administration. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Willingness to work night shifts, public holidays, weekends, overtime and be on standby. Competencies (knowledge/skills): Computer skills (MS Office, Excel and Word). Knowledge of applicable death administration legislations and relevant policies. Knowledge of infection prevention and control.
<u>DUTIES</u>	:	Responsible for overall supervision and management of Porters. Management of mortuary equipment, assets and consumables. Ensure effective and efficient mortuary administration and handling of bodies. To provide an effective and efficient support to Support Services Managers.
<u>ENQUIRIES</u>	:	Mr A Basson Tel No: (021) 918-1335
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. The pool of applicants will be considered for other similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from the date of advert. Candidates will be subjected to a practical/ written and oral assessment.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/121</u>	:	<u>HOUSEHOLD AID</u> Garden Route District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Harry Comay Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a household/cleaning environment in a health facility. Inherent requirements of the job: Willingness to work weekends, overtime, public holidays and night duty. The ability to do physical tasks and operate heavy duty cleaning and household equipment. Willingness to rotate in wards according to the needs of the service. Competencies (knowledge/skills): Basic knowledge of cleaning of equipment. Support to housekeeping supervisor and adhere to policies and cleaning practices. Knowledge of stock, assets, linen and equipment control.
<u>DUTIES</u>	:	Deliver an effective cleaning service such as dusting, washing, scrubbing, polishing, washing and refuse removal. Adhere to safety measures and ensure adherence to Occupational Health and Safety policies and Infection Prevention Control measures. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and serving of meals to patients.
<u>ENQUIRIES</u>	:	Ms W Jass Tel No: (044) 814 -1159
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/122</u>	:	<u>PORTER (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum Requirement: Basic numeracy and literacy. ABET (be able to read and write). Experience: Appropriate porter experience within a hospital environment. Inherent requirements of the job: Ability to do physical tasks such as lifting patients from/onto beds, trolleys and wheelchairs. Willingness to work shifts including nightshift, weekends, overtime and public holidays. Must be prepared to handle corpses and be in good health. Competencies (knowledge/skills): Extensive knowledge of porter service delivery within a hospital. Basic knowledge of Infection Prevention Control procedure. Good interpersonal and communication skills.
<u>DUTIES</u>	:	Safe loading, offloading and transportation of patients on trolleys and wheelchairs. Check and replace medical gas cylinders and assist with movement of medical equipment. Ensure a safe, hygienic work environment and apply basic infection prevention control measures. Basic maintenance, cleaning of wheelchairs, trolleys and mortuary fridges. Removal of bodies/corps from wards to mortuary including collection and delivery of blood specimens.
<u>ENQUIRIES</u>	:	Mr A Basson Tel No: (021) 918 1976
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. The pool of applicants will be considered for other similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from the date of the advert. Candidates will be subjected to a practical/ written and oral assessment.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/123</u>	:	<u>FOOD SERVICE AID</u> Chief Directorate Rural Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy skills. Inherent requirements of the job: Ability to work shifts, including weekends and public holidays. Must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Dress according to departmental specifications and adhere to Hospital Policy -Interpret recipes, use a scale and do basic sums. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an industrial food service unit. Ability to correctly interpret

		standardized recipes and production planning. Knowledge of hygiene, occupational health, HACCP and safety principles. Ability to safely and correctly handle industrial equipment. Must be able to work independently and under pressure.
<u>DUTIES</u>	:	Pre-preparation and production of all normal and therapeutic diets. Weigh, dishing up and distribution of patient food and beverages. Assist in receipt and storage of all provisions and stock in the food service unit. Follow correct hygiene and safety procedures within food service unit. Follow and adhere to elementary control measures and standard operational procedures. Cleaning of all work areas, storage areas, utensils and equipment. Assist with informal in-service training of new employees.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms D. Koen Tel No: (021) 860-2546
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	It will be expected from candidates to complete a practical test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/124</u>	:	<u>GENERAL WORKER STORES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy. Experience: Experience in a stores' environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written). Ability to work independently and in a team.
<u>DUTIES</u>	:	Deliver stock to wards, departments, theatres, clinics and administration building. Ensure issue vouchers are returned to relevant clerk to capture and file. Assist clerk with receiving, packing, unpacking, storage and issuing of stock according to standards. Assist clerk to capture receipts and issues on the LOGIS system as and when needed. Safe keeping of equipment and stock (consumables and inventory) in the stores. Assist to ensure effective Stock Control procedures are maintained and enforced. Assist clerk with stock take and general duties. Keep the store neat, tidy and clean to comply with safety regulations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr G Marola Tel No: (021) 503-5069
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	30 June 2025
<u>POST 20/125</u>	:	<u>SESSIONAL MEDICAL SPECIALIST: GRADE 1 TO 3 (ORTHOPAEDICS)</u>
<u>SALARY</u>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic Surgery. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Orthopaedic Surgery. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Orthopaedic Surgery. Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professions Council in respect to foreign qualified employee) as Medical Specialist in Orthopaedic Surgery. Grade 3: A minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professions Council in respect to foreign qualified employee) as Medical Specialist in Orthopaedic Surgery. Competencies (knowledge/skills): Experience of performing scoliosis and vertebral column resection surgery. Fellowship in spinal deformity surgery. Independent execution of scoliosis surgery.

- DUTIES** :
- Manage spinal deformity service on platform, managing congenital, idiopathic and tuberculous associated deformity and myelopathy patients. Participate in integrated care of patients in the Acute Spinal Cord Injury (ASCI) Unit with after hour cover. Supervise and train medical staff in neurosurgery with particular responsibility for spinal surgery.
- ENQUIRIES** :
- Prof S Maqungo Tel No: (021) 404 -5108 or sithombo.maqungo@uct.ac.za
- APPLICATIONS** :
- Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** :
- No payment of any kind is required when applying for the post. Please ensure that you attach an updated CV. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** :
- 30 June 2025